PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 OF 2018
DATE ISSUED: 17 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.

AMENDMENT: EASTERN CAPE: DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS: Kindly note that the post of Assistant Director: Budget Planning & Management Services with Ref No: COGTA (20/11/2017) advertised in vacancy circular 48 dated 01 December 2017, the requirements has been changed to: A Bachelor’s Degree or equivalent NQF level 6 qualification in Management Accounting/Financial Accounting, Internal Auditing or Financial Information System and a minimum of three years’ experience as a Senior State Accountant or five years’ experience as a State Accountant in Budget
Management and Reporting and also the following posts: (General Worker: Office Services Ref No: Cogta 31/07/2018 (X2 Posts); Cleaner: Alfred Nzo District Support Centre Ref No: Cogta 32/07/2018; Cleaner: Chris Hani District Support Centre Ref No: Cogta 33/07/2018; Cleaner: Joe Gqabi District Support Centre Ref No: Cogta 34/07/2018 (X2 Posts); Cleaner: Office Services Ref No: Cogta 35/07/2018 (X2 Posts); Cleaner: Western Thembuland Kingdom Ref No: Cogta 36/07/2018; Cleaner: Dalindyebo Kingdom Ref No: Cogta 37/07/2018), advertised in vacancy circular 27 dated 06 July 2018, These posts were advertised with Senior Certificate as compulsory, it has been changed to Abet as a requirement and there is no experience required. Applicants who applied for these posts in the previous advert need not to re-apply as their applications will be considered.
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APPLICANTS: The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION: Mr. D Mbhokota/ Mr. T Kekana/ P Ndlovu

CLOSING DATE: 31 August 2018

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

MANAGEMENT ECHELON

POST 33/01: REGIONAL DIRECTORS: PETROLEUM LICENSING (X2 POSTS)

SALARY: R948 174 per annum Level 13 (all-inclusive package)

CENTRE: Eastern Cape (East London)

Kwa-Zulu Natal (Durban)

REQUIREMENTS: An appropriate Bachelor’s Degree (NQF level 7) as recognised by SAQA in Natural Science, Engineering, Economics, Project Management or Energy Studies. At least a minimum of 5 years’ experience at a middle management level in the petroleum environment PLUS the following key competencies Knowledge of: Basic project management, finance and economics, industry and public sector policies, strategies and legislation in the field of energy. Thinking Demand: Rigorous non-corruption thinking, related in the development and implementation of strategy and legislation. Skills: Knowledge of Key regional languages, Project Management, report writing and presentation skills, Decision making, analytical skills, Time management and work planning, interpersonal skills, Negotiation skills and communication skills. Personal Attributes: Independence, integrity, creativity, well developed interpersonal relations both with government employee and industry. Recommendation: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job; some of the interviewed candidates will be subjected to a 2-day competence assessment that will test generic managerial competencies. Appointment will be subjected to signing of performance agreement, employment contract and financial disclosure.

DUTIES: Ensure compliance/enquiries/audits and investigations into fuel specifications and standard, stock levels at refineries/ depots/ retailers/ pricing and BEE in the region. Manage the Petroleum Licensing system in the region. Interact with stakeholders at regional level. Consult with industry role players. Manage regional energy advisory services. Manage the Directorate/Region.

ENQUIRIES: Mr Avishkar Nandkishore 012 406 7795
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: 31 August 2018

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

OTHER POST

POST 33/02: CONTENT COORDINATOR REF NO: 3/1/5/1-18/6

Directorate: Programme Support

SALARY: Commencing salary of R242 475 per annum (Level 07)

CENTRE: Pretoria

REQUIREMENTS: The applicant should be in possession of a National Diploma (NQF level 6) in Communications, Media Studies Journalism or Public Relations. Experience: Two (2) years relevant experience in the field of Communications. Knowledge of MS Office suite programs. Emphasis is placed on writing, analytical, Planning and organizing skills. The ideal candidate should have general knowledge and a strong feel for the current affairs and socio-political situation in South Africa. The ability to work under pressure and with minimum supervision. The applicant should have good command of the English language. It is vital for the applicant to have a good understanding of government issues and programmes and to be able to articulate these appropriately. Knowledge of the Izimbizo programme of government and all other public participation platforms. High telephone etiquette and ability to follow-up as well as adhere to deadlines. Applicants must have good facilitation, stakeholder management, communication, interpersonal and project management skills and be able to work well in a team. Applicant must be willing to work in a fast-paced and stressful environment which may require them to occasionally work overtime/on weekends or public holidays.
**DUTIES**

The successful candidate will be expected to provide effective coordination and administrative support to the Director and Deputy Director Programme Support. Monitor the development communication activations in provinces and profile them through the social media unit. Monitor the implementation of the Izimbizo programme across government (National, provincial and local). Coordinate the Izimbizo e-platform training nationally, provincially and locally. Serve as the Izimbizo e-platform administrator. Monitor the issues status report on the data repository instrument (e-platform). Maintain an updated Izimbizo stakeholder databases. Monitor the implementation of feedback mechanism for Izimbizo events. Support the coordination of the Minister and Deputy Minister of Communications Izimbizo programmes including of the President and Deputy President. Capture the Izimbizo action plan and progress reports into the e-platform. Compile the quarterly and semester Izimbizo report. Support the management of Izimbizo stakeholder partnerships in line with the Inter-governmental Relations prescripts. Write articles. Coordinate the national Izimbizo calendar. Provide assistance to ad hoc projects when assigned. Ensure the instantaneous escalation of synchronised provincial coalface projects to national platforms.

**ENQUIRIES**

Mr Moferefero Moloi Tel No: (012) 473-0189

**NOTE**

Preference will be given to Indian Male/Female and White Male/Female.
DEPARTMENT OF LABOUR

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

CLOSING DATE: 03 September 2018 at 16:00

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

OTHER POSTS

POST 33/03: DEPUTY DIRECTOR: COIDA REF NO: HR4/4/7/54

SALARY: R826 053 per annum (all inclusive)

CENTRE: Provincial Office: Emalahleni

REQUIREMENTS: Three (3) year tertiary qualification in Public Management/ Business Management/ Operations Management/Nursing Diploma/ HRM. Three (3) years functional experience in the disability claims and or medical insurance (including disability claims) processing environment. Two (2) years management experience in the disability claims and or medical insurance (including disability claims) processing environment. Knowledge: COIDA guidelines on application of COID (for government departments), Public Service regulation, Public Service Act, Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Promotion of Administrative Justice Act (PAJA), DoL and Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Technical Knowledge. Skills: Leadership, Operational management, Creative and Innovation, Analytical thinking, Financial Management, Change Management, Service delivery innovation (SDI), Planning and organising, Problem solving, Decision making, People management and empowerment (including developing others), Communication (written and verbal), Risk Management, Computer literacy.

DUTIES: Manage efficient provision and coordination of compensation benefits in the Province. Manage the operations of COID Business Unit in the Province. Provide
operational and technical support to Processing Labour Centres within the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate.

ENQUIRIES : Ms. LP Magubane, Tel No: (013) 655 8748
APPLICATIONS : Department of Labour: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
FOR ATTENTION : Sub-directorate: Human Resources Management, Emalahleni

POST 33/04 : DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/7/38

SALARY : R697 011 per annum (all inclusive)
CENTRE : Provincial Office: Emalahleni

DUTIES : Monitor the registration of employers and employees declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the unit. Manage the provision of comprehensive financial administration services. Manage the Resources in the sub-directorate.

ENQUIRIES : Ms. M Mazibuko, Tel No: (013) 655 8870/1
APPLICATIONS : Department of Labour: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
FOR ATTENTION : Sub-directorate: Human Resources Management, Emalahleni

POST 33/05 : COUNSELLOR (X2 POSTS)

SALARY : R547 917(OSD)
CENTRE : Labour Centre: Ermelo – Ref No: HR 4/4/7/43 (X1 Post)
Labour Centre: Mkhondo– Ref No: HR 4/4/7/44 (X1 Post)

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

ENQUIRIES : Ms. L Mashego, Tel No: (017) 819 7632
APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X 9054, Ermelo, 2350 or hand deliver at Merino Building, Cnr of De Jager & Joubert Street, Ermelo. Deputy Director: Labour Centre Operations, Private Bag X 34, Piet Retief, 2380 or hand deliver at Balalas Building, 42 Kotze Street, Piet Retief.

POST 33/06 : ASSISTANT DIRECTOR: COID REF NO: HR4/4/9/19

SALARY : R444 693 per annum
CENTRE : Labour Centre: Rustenburg

DUTIES: Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-direcetorate.

ENQUIRIES: Mr. T Mokoena, Tel No: (018) 387 8100
APPLICATONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho
FOR ATTENTION: Sub-directorate: Human Resources Management, Mmabatho

POST 33/07: ASSISTANT DIRECTOR: COID STATUTORY SERVICES (X3 POSTS)

SALARY: R356 289 per annum
CENTRE: Provincial Office: East London-Ref No: HR4/4/1/180
Provincial Office: Kwazulu-Natal-Ref No: HR4/4/5/57

REQUIREMENTS: BPROC / LLB. Admission as an Attorney or Advocate. Two (2) year functional experience in compliance or legal services environment. Valid driver’s licence. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative Analytical, Verbal and written communication.

DUTIES: Appear in court for enforcement of COID and OHS. Manage the implementation of COIDS and OHS enforcement processes. Manage the advocacy strategy for COID and OHS-IES in the province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.

ENQUIRIES: Mr. EM Khambula, Tel No: (031) 366 2203
Adv. LD Mkhonto, Tel No: (043) 701 3287
Mrs. A Mantutle, Tel No: (051) 505 6347
Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Management, Bloemfontein
Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban. For Attention: Sub-directorate: Human Resources Management, Kwazulu-Natal
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<td>SALARY</td>
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<td>DUTIES</td>
<td>Implement statutory processes with respect to all Labour Legislation and IES Policies. Implement advocacy Programmes on compliance and enforcement. Develop and implement a Labour Centre monitoring program for enforcement files. Oversee administration for statutory services in the Province. Manage the resources within the unit.</td>
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<td>Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho</td>
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ANNEXURE D

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: 31 August 2018

NOTE: Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. 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. 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.

MANAGEMENT ECHELON

POST 33/09: CHIEF DIRECTOR: ENFORCEMENT AND COMPLIANCE REF NO: (DMR/18/0033)

SALARY: R1 127 334 per annum Level 14 (All-inclusive package)

CENTRE: Head Office, Pretoria

REQUIREMENTS: An appropriate NQF Level 7 qualification as recognized by SAQA with five (5) years relevant experience at Senior Management level PLUS the following key competencies: Knowledge: Environmental legislation; Skills: Interpersonal relations, Stakeholder engagement, Financial Management, Problem solving, Analysis; Communication: Excellent communication skills particularly with the drafting of pre-directives, directives, pre-compliance notices, compliance notices and legal correspondences; Creativity: Ability to visualise and initiate strategic solutions to trends in non-compliance and incidents of illegal mining and environmental crimes.

DUTIES: Ensure implementation of business processes and project management. Ensure compliance and enforcement with environmental and waste management legislation. Ensure investigation of environmental crimes and prosecution where necessary. Ensure application of relevant sanctions. Co-operate with environmental enforcement stakeholders.

ENQUIRIES: Adv. Mmadikeledi Malebe ☎ 012 444 3977/3939

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

POST 33/10: DIRECTOR: LICENSING AND LEGAL COMPLIANCE (CENTRAL REGIONS) REF NO: (DMR/18/0034)

SALARY: R948 174 per annum Level 13 (All-inclusive package)

CENTRE: Head Office, Pretoria

REQUIREMENTS: An appropriate NQF Level 7 qualification as recognized by SAQA coupled with five (5) years relevant experience at middle/senior management level and a valid driver’s licence PLUS the following key competencies: Knowledge: In depth
understanding and knowledge of the minerals and mining industry. The regulatory regime affecting the minerals and mining industry. Government policies and legislation. Public administration, legislation and management. The processing of rights in terms of the Mineral and Petroleum Resources Development Act, (Act 28 of 2002) as amended and operational functions of a manager. Financial management; Skills: Analytical thinking, Information management, Computer literacy, Customer focus and responsiveness, Problem solving, Interpersonal skills, Strategic thinking, Good communication skills, Negotiations and conflict resolution skills, Ability to work under pressure, management skills; Communication: Good communication skills (verbal, writing and liaison; Creativity: Ability to analyse situations and embark on appropriate course of action as circumstances demand. Creativity: creativity and decision maker.

**DUTIES**


**ENQUIRIES**

Adv. Mmadikeledi Malebe 012 444 3977/3939

**NOTE**

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

**POST 33/11**

INFORMATION TECHNOLOGY ARCHITECHT REF NO: (DMR/18/0035)

**SALARY**

R948 174 per annum Level 13 (All-inclusive package)

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A Masters Degree in Computer Science, Information Systems or a related study coupled with five (5) years relevant experience at middle/senior management level PLUS the following key competencies: Knowledge: In depth understanding and knowledge of the minerals and mining industry. The regulatory regime affecting the minerals and mining industry. Government policies and legislation. Public administration, legislation and management. The processing of rights in terms of the Mineral and Petroleum Resources Development Act, (Act 28 of 2002) as amended and operational functions of a manager. Financial management; Skills: Communication of EA concepts and tracking progress toward the future state that relies heavily on models. Familiarity with MDM, BI, and data warehouse design and implementation techniques. Understanding of the differences between metadata, taxonomies and ontologies, as well as of the challenge of applying structured techniques to less structured sources. Business domain, data/content and process understanding. Effective conceptualisation, pattern recognition and teaming skills. Design-Thinking Skills. Data-Modelling and information classification expertise at the enterprise level. Ability to access rapidly changing technologies and apply them to the business needs. System Integration. Ability to analyse project, Program and portfolio needs, as well as to determine the resources needed to achieve objectives and outcome cross-functional barriers. Communication/facilitation- Present ideas clearly and effectively facilitate discussions. Persuasive. Planning, Organizing and problem-solving skills. People Management. Consensual building skill. Strategic capability and leadership skills. Project management and research skill. Understanding policy development and implementation. Monitoring and Evaluation, Project management and research skill, Understanding policy development and implementation, Monitoring and Evaluation; Communication: Good Listener and Communicator (written and verbal) Assertive and able to communicate with people at different levels; Creativity: Organisational Knowledge Custodianship; Managing, Coaching and empowering others, Problem Solving, Self-driven and Innovative; Other: Applying pragmatic thinking architecturally to the organisation`s business environment, and envision the relevant business implications and scenarios involved.

**DUTIES**

Develop, Implement and maintain department`s Enterprise Information Architecture model for the Department. Champion all processes regarding the development of information technology (ICT) policies and procedures in line with national policies. Investigate the department information systems to bridge gaps
between the current and future state and develop road maps for the orderly transition. Lead the Department in exploiting technology and use knowledge of information technology solutions to drive organisational change and support business design. Lead all projects emanating from the department’s enterprise information architecture model. Provide strategic support and advice to business analysts, System Developers, Data Managers, ICT Security and network infrastructure units. Attend and fully participate in the Departmental ICT Strategic and intergovernmental committees and forums.

ENQUIRIES
NOTE: Ms C Leso 012 444 3865

POST 33/12
DIRECTOR: SYSTEMS DEVELOPMENT AND MAINTENANCE REF NO: (DMR/18/0036)

SALARY: R948 174 per annum Level 13 (All-inclusive package)
CENTRE: Head Office, Pretoria
REQUIREMENTS:
An appropriate (NQF 7) qualification as recognized by SAQA coupled with five (5) years relevant experience at middle/senior management level PLUS the following key competencies: Knowledge: System design, development, implementation, and user support principles and practices, Ability to manage spatial information, Enterprise Architecture Frameworks, Full understanding of the structures of and management processes within the mineral development branch, Management skills, Budget Control, Administrative records keeping; Skills: Communication SDM concept and tracking process toward the future state that relies heavily on models. Familiarity with MDM, BI and data warehouse design and implementation techniques ontology’s, as well as of the challenge of applying structured techniques to less structured sources. Business domain, data/content and process understanding, Effective conceptualisation, pattern recognition and teaming skills, Design – Thinking skills, Data-Modelling and information classification expertise at the enterprise level, Ability to access rapidly changing technologies and apply them to the business needs, System Integration, Ability to analyse project, Program and portfolio needs, as well as to determine the resources needed to achieve objectives and outcome cross-functional barriers, Communication/facilitation -Present ideas clearly and effectively facilitate discussions, Persuasive, Planning, Organising and problem solving, People management, Consensual building skill, Strategic capability and leadership skills, Project management and research skill, Understanding policy development and implementation, Monitoring and evaluation; Communication: Communication between government departments, business organizations and institution at executive level; Creativity: Organisational Knowledge Custodianship, Managing, Coaching and empowering others, Problem solving, Applying pragmatic thinking architecturally to the organisation’s business environment, and envisional the relevant business implications and scenarios involved. The shortlisted candidates will undergo practical assessment.

DUTIES:
Manage the activities of the Directorate. Improvement, maintenance and implementation of information systems. Website development and maintenance. Procurement and implementation of systems. Development, maintenance and implementation of custom-made systems. Information technology functional support and advice. Development, maintenance and implementation of policies and strategies pertaining to business and information systems. Provide strategic leadership with regard to business and information systems. Provide advice and guidance on the interpretation and application of the Department’s strategy and policies on business and information systems. Promote the utilisation of technology as key enablers for service delivery and transformation. Manage the Directorate.

ENQUIRIES
NOTE: Ms C Leso 012 444 3865

POST 33/13
REGIONAL MANAGER REF NO: (DMR/18/0037)

SALARY: R948 174 per annum Level 13 (All-inclusive package)
CENTRE: Limpopo Region, Polokwane

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

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

ENQUIRIES: Ms M Kobe ☎ (012 444 3962

NOTE: Coloureds, Indians a well as people with disabilities are encouraged to apply.
ANNEXURE E

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA’s primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.

CLOSING DATE : 31 August 2018 at 16:00

NOTE : All applicants must be SA Citizens/Permanent Residents. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report on their qualification(s). It is compulsory that all applicants declare any pending criminal, disciplinary or any other allegations or investigations against them. The successful candidate will be subjected to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, ID and certified copies of qualifications (certification should not be more than six (6) months). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments. We thank you for the interest shown in MISA.

MANAGEMENT ECHELON

POST 33/14 : CHIEF DIRECTOR: FRAMEWORK CONTRACTS AND INFRASTRUCTURE PROCUREMENT REF NO: MISA/CD: FCIP/001

SALARY : R1 127 334 – R1 347 879 Total cost package per annum
CENTRE : MISA Head Office, Centurion

DUTIES : The successful candidate will perform the following duties: Oversee the development of the national framework for contracting, Manage and guide the implementation of national framework for contracting municipal infrastructure goods and services, Oversee the development of the generic municipal infrastructure procurement strategy, Oversee the development of institutional capacity and capabilities within municipalities to procure infrastructure goods and services.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers4@pmramabu.co.za
POST 33/15: CHIEF DIRECTOR: INFRASTRUCTURE DELIVERY MAINTANCE AND STAKEHOLDER COORDINATION REF NO: MISA/CD: TS/002

SALARY: R1 127 334 – R1 347 879 Total cost package per annum
CENTRE: MISA Head Office, Centurion

DUTIES: The successful candidate will perform the following duties: Manage technical support based on identified needs of targeted municipalities to improve infrastructure delivery, operations and maintenance, Manage support to municipalities in planning for land use management, Manage sector collaboration on infrastructure planning (in particular IDPs) and delivery in municipalities, Manage and guide the establishment and maintenance of the stakeholder relations (i.e Government Departments, private sector, donors and government owned companies) towards delivering municipal infrastructure.

ENQUIRIES: Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS: Please forward your application, quoting the relevant reference number, to careers5@pmramabu.co.za

POST 33/16: CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: MISA/CD: CMS/003

SALARY: R1 127 334 – R1 347 879 Total cost package per annum
CENTRE: MISA Head Office, Centurion


ENQUIRIES: Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS: Please forward your application, quoting the relevant reference number, to careers6@pmramabu.co.za
OTHER POSTS

POST 33/17 : SPECIALIST ENGINEER: ENERGY REF NO: MISA/ENERGY/17
Branch: Technical Support Services

SALARY : R1 459 887 - R2 086 908 Total cost package per annum (OSD)
CENTRE : MISA Head Office, Centurion

DUTIES : The successful candidate will perform the following duties: Provide support on specialized engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems to solve complex engineering challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, Provide expect advise on specialized engineering field, Develop and review municipal sector master plans.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers1@pmramabu.co.za

POST 33/18 : SPECIALIST ENGINEER: ROADS AND STORMWATER REF NO: MISA/ROADS/18

SALARY : R1 459 887 – R2 086 908 Total cost package per annum (OSD)
CENTRE : MISA Head Office, Centurion

DUTIES : The successful candidate will perform the following duties: Provide support on specialized Roads and Stormwater engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems to solve complex engineering challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, Provide expect advise on specialized engineering field, Develop and review municipal sector master plans.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers2@pmramabu.co.za
POST 33/19: SPECIALIST ENGINEER: WATER AND SANITATION

REF NO: MISA/WATER/19

SALARY: R1 459 887 – R2 086 908 Total cost package per annum (OSD)

CENTRE: MISA Head Office, Centurion

REQUIREMENTS: An appropriate Master's degree in Civil Engineering, Specializing in Water and Sanitation or Equivalent qualification and Ten (10) years post-qualification experience in Civil Engineering and registered as Professional Engineer/Technologist with ECSA. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management

Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge, Engineering and professional judgement, Contract Management, Knowledge of local socio-economic infrastructure, Engineering, legal and operational compliance and Engineering operational communication.

DUTIES: The successful candidate will perform the following duties: Provide support on specialized water and sanitation engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems to solve complex engineering challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, Provide expert advise on specialized engineering field, Develop and review municipal sector master plans.

ENQUIRIES: Mrs Molatelo Ramabu Tel No: 072 312 7257

APPLICATIONS: Please forward your application, quoting the relevant reference number, to careers3@pmramabu.co.za

POST 33/20: ASSISTANT DIRECTOR: SECURITY AND FACILITIES MANAGEMENT

REF NO: MISA/ASD: SFM/006

SALARY: R356 289 – R419 679 per annum

CENTRE: MISA Head Office, Centurion


DUTIES: The successful candidate will perform the following duties: Implement security and facilities management policies and systems, Assist in the management of the security services in the organisation including access control, vetting and designation of security zones, Assist in monitoring the physical security measures in line with the Minimum Information Security Standards (MISS), Assist in the management of the provision of adequate facilities like transport, Office space, Building and maintenance, the travel contract, registry, cleaning and refreshments in the organisation, Conduct vetting and screening to the Organizational staff, Liaise and interact with Head of Vetting and Screening, Coordinate screening of recommended candidates for employment, Provide pre-employment screening results to the Head: HR, Develop and implement security breaches reporting procedures, Investigate all reported security breaches incidents and write reports and report the security breaches to the SSA or SAPS.

ENQUIRIES: Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS: Please forward your application, quoting the relevant reference number, to careers8@pmramabu.co.za

POST 33/21: ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: MISA/ASD: ACQ/007

SALARY: R356 289 – R419 679 per annum
CENTRE: MISA Head Office, Centurion
REQUIREMENTS: An appropriate 3-year National Diploma or Degree in Supply Chain Management/Finance/ Commerce/Public management or equivalent qualification NQF Level 6 with 3 years’ experience in Supply Chain Management/Procurement. Process Competencies: Reliability, Supervising skills, Time Management, Communication (Written and Verbal), Interpersonal Relations, Planning and Organising, Teamwork, Client Orientation and Customer Focus. Technical competencies: In depth knowledge and understanding of: Supply Chain Management processes, Treasury Regulations, Public Finance Management Act (PFMA), PPPFA and BBBEE, Tender and Contract Administration.

DUTIES: The successful candidate will perform the following duties: Effectively lead and manage a team that render Acquisition Management services, Manage all departmental requests for goods or services, Develop and implement Acquisition Management policies and procedure manuals, Liaise, correspond, advise on SCM regulations and meet with users with regards to all procurement needs, documents and bid committees requirements, Verify quality of submissions in terms of bid advert and bid committees, Prepare Bid committee reports, Maintain and monitor proper manual and / electronic records of all quotations, purchase orders and tender files. Ensure compliance with all frameworks/ legislations that governs SCM, Report on procurement activities to management & National Treasury, Assist in compilation of the Procurement Plan and related report, Plan, organise and ensure that work is allocated effectively to achieve objectives of the unit and department, Manage the performance and development of the SCM officials, Perform other SCM related functions as directed by the Line Manager.

ENQUIRIES: Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS: Please forward your application, quoting the relevant reference number, to careers9@pmramabu.co.za

POST 33/22: LEGAL ADMINISTRATION OFFICER (OSD) REF NO: MISA/LAD/12

SALARY: R353 253- R867 399 Total cost package per annum (OSD MR4 – MR5)
CENTRE: MISA Head Office, Centurion
REQUIREMENTS: An appropriate LLB Degree or equivalent and must be admitted as an attorney or advocate of the High Court through completion of pupillage with 5-14 years post qualification experience in the legal profession. Process Competencies: Problem Solving and Analysis, People management and Empowerment, Client orientation and Customer Focus, Communication (Verbal & Written) and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Office Administration, Public service Act, Public Finance Management Act, Treasury Regulation, Procurement Regulations and Departmental Policies.

DUTIES: The successful candidate will perform the following duties: Handling legal matters that impact on the work of MISA including litigation support, Drafting/vetting/ editing contracts, SLAs, MOUs, debt collection, Serving on various committees/bodies, Rendering legal advice on a wide range of areas including procurement, labour, legislation, contract and policy advice, interpretation of legislation and policies and advice on the infrastructure procurement regulatory framework.

ENQUIRIES: Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS: Please forward your application, quoting the relevant reference number, to careers14@pmramabu.co.za

POST 33/23: INTERNAL AUDITORS REF NO: MISA/IA/13 (X2 POSTS)

SALARY: R299 709 – R353 043 per annum
CENTRE: MISA Head Office, Centurion
**REQUIREMENTS**: An appropriate National Diploma or Degree NQF Level 6 in Internal Audit or equivalent qualification with 1-3 years' appropriate experience in Internal Auditing. Process Competencies: Service delivery, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication (Verbal & Written) and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Operational and performance Audits, Risk Management and Auditing practices, The Public Finance Management Act and Development of policies.

**DUTIES**: The successful candidate will perform the following duties: Provide registry services; Assist in the initial communication with auditee, gathering of auditee background information, developing of system descriptions, process flows and audit programs, Conduct audits and investigation for the organisation as required by the audit standards, Draft and discuss the audit findings with the supervisor and management, Follow-up on internal audits recommended for management actions.

**ENQUIRIES**: Mrs Molatelo Ramabu Tel No: 072 312 7257

**APPLICATIONS**: Please forward your application, quoting the relevant reference number, to careers15@pmramabu.co.za

**POST 33/24**: SUPPLY CHAIN PRACTITIONER DEVELOPMENT REF NO: MISA/SCP/14

**SALARY**: R299 709 – R353 043 per annum

**CENTRE**: MISA Head Office, Centurion

**REQUIREMENTS**: An appropriate 3 years National Diploma or Degree or equivalent qualification NQF Level 6 in Supply Chain Management/ Finance/ Commerce/ Public Management with 2-3 years' working experience in Supply Chain Management/ Procurement. Process, Client Orientation and Customer Focus, Communication (Verbal & Written), Reliability, Time Management, Interpersonal Relations, Planning and Organising and Team work. Technical competencies: In depth knowledge and understanding of: Supply Chain Management processes, Treasury Regulations, PFMA, PPPFA and BBBEE, Tender and Contract Administration.

**DUTIES**: The successful candidate will perform the following duties: Implement Supply Chain Management policy and ensure that all procurement of goods or services is in accordance with delegations and directives, Review Specifications and Terms of Reference received, Verify quotations batch for correctness, Perform Bid Administration functions including compiling of bid documents, advertising of bids, organising briefing sessions, administer opening of bid box, accurate recording of bids received and render secretariat services to the Bid Committees Maintain electronic and manual filling of bid documents, Maintain a requisitions, Purchase Orders and Bid Registers, Implement effective utilisation of Central Supplier Database, invite tenders and update the tender register, Ensure compliance with SCM legislation and policies, Prepare management information and statistics and report as required, Monitor and follow up on outstanding requests and documents, Supervise and develop subordinates

**ENQUIRIES**: Mrs Molatelo Ramabu Tel No: 072 312 7257

**APPLICATIONS**: Please forward your application, quoting the relevant reference number, to careers16@pmramabu.co.za

**POST 33/25**: ADMINISTRATIVE OFFICER: TECHNICAL SUPPORT SERVICES REF NO: MISA/ADM/11 (X8 POSTS)

**SALARY**: R242 475 – R285 630 Per annum

**CENTRE**: MISA Head Office, Centurion


**DUTIES**: The successful candidate will perform the following duties: Assist in the administration of projects, programme and branch events, Establish and maintain
filling and document retrieval system for the Technical support, Provide administrative service for the unit, Responsible for the acquisition of assets, register of assets and ordering stationery, Generate and follow up on internal and external correspondence including management of information from the Provinces, Facilitate the process of payments of invoices from service providers for the unit.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers13@pmramabu.co.za

POST 33/26 : ASSET REGISTER AND ADMINISTRATOR REF NO: MISA/ASS/15

SALARY : R242 475 – R285 639 per annum
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate 3 years National Diploma or Degree or equivalent qualification NQF Level 6 in Finance/Supply Chain Management/Public Management with 1-2 years’ working experience in Asset Management. Process, Ability to work under pressure Client Orientation and Customer Focus, Communication (Verbal & Written), Time Management, Interpersonal Relations, Planning and Organising and Team work. Technical competencies: In depth knowledge and understanding of: Asset Management and Supply Chain Management processes, Treasury Regulations, PFMA, PPPFA and BBBEE.

DUTIES : The successful candidate will perform the following duties: Barcoding and verification of assets upon delivery, Ensuring documentation are recorded of all internal and external asset movements, Ensure that assets are recovered from employees that are exiting the organisation, Identification of obsolete, redundant and damaged asset, isolate this asset for disposal, Ensuring all departmental asset are in the correct location and inventory list in offices are accurate and complete, Performing bi-annual and annual verification of all departmental assets, Capturing all departmental assets on the asset register, Maintain an efficient and effective filling system for asset related documents, Perform other related Assert functions as directed by the manager.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers17@pmramabu.co.za

POST 33/27 : BID ADMINISTRATOR REF NO: MISA/BID/16

SALARY : R242 475 – R285 630 per annum
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate 3 years National Diploma or Degree or equivalent qualification NQF Level 6 in Supply Chain Management/ Finance/ Commerce/ Public Management with 1-2 years’ working experience in Supply Chain Management/ Procurement. Process: Client Orientation and Customer Focus, Communication (Verbal & Written), Reliability, Time Management, Interpersonal Relations, Planning and Organising and Team work. Technical competencies: In depth knowledge and understanding of: Supply Chain Management processes, Treasury Regulations, PFMA, PPPFA and BBBEE, Tender and Contract Administration.

DUTIES : The successful candidate will perform the following duties: Source quotation for goods and services, Prepare purchase orders for approval, Perform Bid Administration functions including compiling of bid documents, advertising of bids, administer closing of bid box, accurate recording of bids received and render secretariat services to the Bid Committees, Maintain efficient and effective filling of bid documents, Maintain Electronic and manual filling of requisitions received and purchase orders issued. Perform other related functions as directed by the line manager.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers18@pmramabu.co.za
POST 33/28 : STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES REF NO: MISA/SA: FAS/008

SALARY : R242 475 – R285 630 per annum
CENTRE : MISA Head Office, Centurion

DUTIES : The successful candidate will perform the following duties: Monthly reconciliation of third party payments, clearing of suspense accounts, Process payments of invoices, Process month-end and year-end closures, Reconcile of general ledger accounts, Follow up departmental debtors and maintain the filing system.

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers10@pmramabu.co.za

POST 33/29 : ADMINISTRATIVE ASSISTANT: FINANCIAL MANAGEMENT SERVICES REF NO: MISA/ FMS/009

SALARY : R196 407 – R231 351 per annum
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Senior Certificate or qualification with appropriate experience of office management and administration. Process Competencies: Planning and Organising, Telephone Etiquette and Typing skills Technical competencies: In depth knowledge and understanding of: Office Management and administration, Secretarial functions and Office administrative systems.

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

ENQUIRIES : Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers11@pmramabu.co.za

POST 33/30 : RECEPTIONIST REF NO: MISA/REC/004

SALARY : R163 563 – R192 666 per annum
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Matric Certificate with 1-2 years secretarial/receptionist experience Core Competencies: Good people skills, Communication skills, Ability to act with tact and discretion, High level of reliability Technical competencies: In depth knowledge and understanding of: Good telephone etiquette, Computer literacy and Sound organisational skills.

DUTIES : The successful candidate will perform the following duties: Provide a secretarial/receptionist support service to the offices of MISA, Receive telephone calls and refer the calls to the correct persons, Receive visitors to the offices of MISA, Co-
ordinate appointments with the appointments secretaries, Operate office equipment like fax machines and photocopiers, Provide a clerical support service to the office, Arrange meetings and events for the offices of MISA, Identify venues, invite role players and organise refreshments, Process the travels and subsistence claim of the staff in the offices of MISA, Draft routine correspondence and reports, Administer matters like leave registers and telephone accounts, Handle the procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts/policies and procedure applicable to her/his work terrain, Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly, Remain abreast with the procedures and processes that apply in the Public Service.

ENQUIRIES: Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS: Please forward your application, quoting the relevant reference number, to careers7@pmramabu.co.za

POST 33/31: REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT REF NO: MISA/RC: HRM/10

SALARY: R163 563 – R192 666 per annum
CENTRE: MISA Head Office, Centurion
REQUIREMENTS: An appropriate Senior certificate or equivalent qualification Process Competencies: Problem Solving, Planning and Organising, Communication (Verbal & Written) and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Filling system, Mail procedure manual, Promotion of access to information Act and National archives.

DUTIES: The successful candidate will perform the following duties: Provide registry services: Receive and register hand delivered files and documents, Keep good record and maintain registers. Render an effective filling and record management services: Opening and closing files according to record classification system, correct allocation of reference numbers according to the approved file plan, filling/storage, tracing (electronically/Manually) and retrieval of documents and files, complete index cards for all files, Ensure safe custody of all records. Process documents for archiving and/or disposal: Sort and package files for archives and distribution, Compile list of documents to be archived and submit to the supervisor, Dispose and transfer qualifying material to national archives. Distribute and collect documents on HRM & D matters.

ENQUIRIES: Mrs Molatelo Ramabu Tel No: 072 312 7257
APPLICATIONS: Please forward your application, quoting the relevant reference number, to careers12@pmramabu.co.za
OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representativity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representativity within the Department. Women and People with Disabilities are encouraged to apply.

APPLICATIONS: Supreme Court of Appeal and Bloemfontein High Court: Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets.

CLOSING DATE: 31 August 2018

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

OTHER POST

POST 33/32: FOOD SERVICES AID: REF NO: 2018/266/OCJ

(Contract Valid Until 31 March 2019)

SALARY: R107 886 – R127 086 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Official Residence of the President of the Supreme Court of Appeal: Bloemfontein

REQUIREMENTS: Adult Basic Education and Training Course Level 4/ Grade 10, Two (2) years appropriate experience and relevant knowledge as a Food Services Aid; previous experience in hospitality environment will serve as an advantage; good verbal communication skills and must be highly responsible with good work ethic.

DUTIES: As Food Services Aid for the Official Residence of the President of the Supreme Court of Appeal, the successful candidate will be responsible for: effective cleaning of all areas of the Official Residence; effective cleaning of kitchens by washing dishes, kitchen floors, cleaning stoves and appliances; cleaning of windows and walls; washing floors and vacuuming carpets; cleaning of toilets and washing facilities; ironing for the occupants of the Official Residence; preparing and serving refreshments to visiting guests; rendering of all household duties; ensure safekeeping of all furniture and equipment and report any losses, damages or theft; perform any other duty assigned by the Supervisor.

ENQUIRIES: Ms M Luthuli Tel No: (051) 406 8191

NOTE: Please note that the successful candidate will at times be required to work at the Supreme Court of Appeal when the President of the Supreme Court of Appeal is out of Bloemfontein.
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

APPLICATIONS

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

CLOSING DATE

03 September 2018

NOTE

All short-listed candidates for SMS posts will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will have to sign an annual performance agreement, and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document (certified in the past 06 months). Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security screening, security vetting, qualification verification and criminal records.

OTHER POST

POST 33/33

DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DPSA/18/014

Job Purpose: To manage the sub-directorate, develop, review and implement financial accounting systems and procedures in line with relevant legislation, regulations frameworks and departmental policies and procedures.

SALARY

An all-inclusive remuneration package of R697 011 per annum (Level 11). Annual progression up to maximum salary of R821 052 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structure according to personal need within a framework

CENTRE

Pretoria

REQUIREMENTS

An appropriate qualification at NQF level 7 in Financial Management, Minimum of 3-5 years relevant experience in Financial Accounting at middle management (ASD) level, Sound knowledge of Public Service Policy Framework, knowledge of Public Financial Management Act, Treasury Regulation, Practices and Procedures and financial systems, Numerical, financial management and Analytical skills, Planning and organising, Team Leadership, Written and verbal communication, Client orientation and customer focus, advance knowledge of Persal and Basic Accounting System, computer literacy, Excel, MS Word and PowerPoint.

DUTIES

To ensure compliance with all financial prescripts related to revenue, assets, liabilities and expenditure. Manage the accounting sub directorate which includes
the salary section, bookkeeping, payments and internal controls. Ensure that the Interim and Annual Financial Statements are accurately compiled and submitted timely to the Office of the Auditor-General and National Treasury. Monitor the policy and legislative frameworks to ensure that cognizance is taken of new development and policies and procedures are kept up to date.

ENQUIRIES  :  Ms. D. Wilsenach Tel No: (012) 336 1339
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

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

CLOSING DATE
31 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 33/34
SENIOR VALUER REF NO: OVG03/2018 (X3 POSTS)
Office of the Valuer- General

SALARY
R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE
Pretoria

REQUIREMENTS
Bachelor’s Degree or Advanced Diploma in property studies/ Real Estate/ Land Economics/ Valuation / Land Management / Land Administration or equivalent qualification (NQF 7). Registration as a Professional Valuer with the South African Council for the Property Valuers Profession. Over 6 years’ experience at a middle management position in property valuation. Very strong knowledge of Property Valuation principles, Property law, Property Economics, Property Finance, Property Development and agricultural valuations. Very good comprehension of the Time Value of Money Principles and techniques. Good understanding of Town Planning & Building Control prescripts, Building Construction and Economics. Knowledge, understanding and interpretation of the Property Valuation Act, No. 17 of 2014 and associated regulations and policies. Thorough Knowledge of economic and accounting principles and practices, the financial markets and the analysis and reporting of financial data. Knowledge of RSA Constitution, Public Finance Management Act (PFMA) and other laws and government regulations relating to land and property. The applicant will have to demonstrate proficiency in the following skills; Planning and organising skills. Policy analysis and interpretation skills. Report writing skills. Computer literacy. Interpersonal skills. Negotiation skills. Presentation and communication skills. Project management skills. Team management and interpersonal skills. Problem solving and decision
making skills. Resource planning and allocation skills. Development Orientation skills. Budgeting and Business skills. A valid driver's licence is also mandatory.

**DUTIES**
Conduct property valuations; Assess and interrogate reports from external/private valuers. Interrogate, analyse and prepare reviewed reports from private Valuers regarding estimated values. Undertake valuations according to valuation standards and principles. Conduct inspections, measurements and survey of the properties. Interrogate information received from property owners/ agent with respect to representation by owners/agents. Collect and analyse market information, interpret market variables and making informed decisions based on these. Support and monitor compliance with the provisions of the Property Valuation Act No 17 of 2014. Advise on sales statistics, market trends and valuation techniques; support, co-ordinate and provide professional valuation training and mentorship. Support and monitor valuations for national and provincial department (especially relating to acquisitions and disposals). Investigation, interrogation and quantification of the extent of direct state investment and subsidy in the acquisition, and beneficial capital improvements of the properties. Compile operational plans and monthly performance reports.

**APPLICATIONS**
Please forward your application, quoting the relevant reference number to: Office of the Chief Registrar of Deeds, Private bag x918, Pretoria, 0001. For attention: Human Resource Management, Rentmeester Building, room 412, 4th floor, Corner Pretorius and Bosman Street or email to VG@OVG.org.za.

**NOTE**
All races and genders as well as people with disabilities are encouraged to apply.

**POST 33/35**
DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION (REF NO: 3/2/1/2018/250)
Directorate: Strategic Land Acquisition

**SALARY**
R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

**CENTRE**
Gauteng (Pretoria)

**REQUIREMENTS**
Bachelor’s Degree/National Diploma in Social Sciences or Economics or equivalent qualification. 3 - 5 years relevant experience at management level. Job related knowledge: Land Reform: Provision of Land and Assistance Act; Land Reform (Land Tenants) Act; Agrarian transformation as well as key priorities of government; Comprehensive Rural Development Programmes (CRDP); Recapitalisation and Development Programmes; Relevant prescripts pertaining to land reform and redistribution. Job related skills: People management; Strategic thinking; Writing and communication; Strategic management. A valid driver’s licence (code 08).

**DUTIES**
Manage the provision of land acquisition and warehousing services. Development of regional strategy. Use Proactive Land Acquisition Strategy (PLAS) to acquire land. Provide land to small holder farmers. Monitor implementation at the district. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of service level agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of land reform strategic institutional partnerships. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the strategic partners to determine the business compatibility between the SP and beneficiaries. Provide district land acquisition services. Manage the implementation on redistribution programmes. Manage the implementation of land acquisition and development services. Manage the identification and selection of potential recapitalisation projects. Conduct the analysis and the selection of Comprehensive Rural Development Programme (CRDP) projects based on agricultural assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partners for the development of business plans. Prioritise selected projects in accordance with the agricultural Land Holdings Policy Framework and State land lease and Disposals policy. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Analyse and
assess recapitalisation business plans. Liaise with relevant stakeholders regarding recapitalisation projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnerships between emerging and established farmers. Create linkages between agricultural produce retailers and small farmers through procurement and contracting-out. Monitor the maintenance of accurate and accessible recap project support requirements. Facilitate the provision of mentorship strategic support to the black emerging farmers. Facilitate the provision of Co-management arrangement, share-equity arrangements and contract farming support on recapitalisation projects. Manage human, financial and other resources of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the procurement of items for the Sub-Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

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

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

POST 33/36: PROFESSIONAL CONSTRUCTION PROJECT MANAGER (REF NO: 3/2/1/2018/251)
Directorate: Rural Infrastructure Development

SALARY: R679 338 per annum (Salary in accordance with the ODS for Engineers)
CENTRE: Gauteng (Pretoria)

REQUIREMENTS: Honours Degree in the Built Environment field with a minimum of 3 years’ experience. B-Tech (Built environment field) with a minimum of 4 years managerial experience. National Higher Diploma (Built environment field) with a minimum of 4 years’ and six months certified experience. Compulsory registration with SACPCMP as a Professional Construction Project Manager on appointment. Job related knowledge: Programme and project management; Project principles and methodologies; Research and development; Computer aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment. Job related skills: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organizing; Conflict management; Problem solving; People management. A valid driver’s license.

DUTIES: Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standard to minimise risk on Projects. Manage human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherences to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain record management systems and architectural library and utilize resources allocated effectively. Conduct research and development on new developments on new technologies and systems. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

APPLICATIONS: Applications can also be submitted by post Private Bag X01, Arcadia, 0007 or hand delivered to: Suncardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia.
NOTE: Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 33/37: PROFESSIONAL ENGINEER (CIVIL) (REF NO: 3/2/1/2018/252)
Directorate: Rural Infrastructure Development
(This is a re-advertisement, applicants who applied previously must reapply.)

SALARY: R679 388 per annum (Salary in accordance to the OSD for Engineers)
CENTRE: Gauteng (Pretoria)
REQUIREMENTS: Engineering Degree (B Eng/BSc (Eng)). Compulsory registration with ECSA as a Professional Engineer. 3 year’s post qualification engineering experience. Job related knowledge: Programme and project management; Engineering design and analysis; Research and Development; Computer aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Networking. Job related skills: Decision making; Team leadership; Analytical; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organizing; Conflict management; Problem solving and analysis; People management. A valid driver’s licence (code 08).

DUTIES: Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles, norms, standards and code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

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

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

POST 33/38: SENIOR VETTING OFFICER (REF NO: 3/2/1/2018/253)
Directorate: Vetting and Special Investigations
(This is a re-advertisement, applicants who applied previously must reapply)

SALARY: R444 693 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS: B Degree or NQF 6 in Social Sciences or related areas and recognised vetting course. 3 - 5 years of experience in vetting at supervisory level. Job related knowledge: Interpretation of policies; Vetting investigation and risk analysis; Ability to work independently. Job related skills: Communication and listening; Analytical; Computer literacy; Language proficiency. A valid driver's licence.

DUTIES: Conduct vetting field-work investigations. Gather relevant information. Conduct proper analysis and quality check the information. Compile and submit reports to management and State Security Agency (SSA) on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of secret and top secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse,
research and evaluate all vetting related information. Assist in the development, implementation and maintenance of investigation operating procedures. Provide advice and guidance on the interpretation and maintenance of investigation operating procedures. Provide effective communication channels and systems between the Department and the State Security Agency (SSA) and other related agencies. Liaise regularly with SSA, SAPS, SASS, DEFENCE, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information. Establish and promote relationships with external stakeholders, including, credit information providers to access information. Administer files and partake in task teams dealing with matters related to vetting projects/processes. Participation in project and task teams dealing with a variety of subject areas. Administer files and reports completed by ensuring quality control and effective and efficient systems and report on all work allocated. Advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines. Conduct vetting and security related research and development.

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

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

POST 33/39
PROJECT COORDINATOR: LAND ACQUISITION (REF NO: 3/2/1/2018/254)
Directorate: Strategic Land Acquisition

SALARY
R444 693 per annum (Level 10)

CENTRE
North West (Dr Kenneth Kaunda District)

REQUIREMENTS
Degree/National Diploma in Economic, Natural Sciences, Development Studies or equivalent qualification. 3-5 years relevant working experience. Job related knowledge: Understanding of value added development of communities; Understanding and interpretation of budget management; Project management principles; Departmental land acquisition process or related programmes, legislation and procedures. The Land Reform: Provision of land and assistance act; Land Reform (Land Tenants) Act; Comprehensive Rural Development Programmes (CRDP); Recapitalisation and Development Programmes; Relevant prescripts pertaining to land reform and redistribution. Job related skills: People management; Performance management; Conflict resolution; Facilitation; Capacity building; Negotiation; Map reading, analysis and interpretation. A valid driver’s licence (code 08). Willing to travel and work irregular hours.

DUTIES
Provide support to management of the region and supervision of the Senior Project Officers. Assess subordinates quarterly and annual performance. Coordinate regional project implementation. Manage regional project database. Administer regional application. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the regional manager. Provide input into the operational plan of the region/unit/district. Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from regional manager/Deputy Director: Land Acquisition. Facilitate farm assessment/feasibility in conjunction with Department of Agriculture Forestry and Fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) 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 claims status. Implement land acquisition project procedures within relevant policy and programme guidelines (RADP and PLAS). Facilitate the appointment of service providers to conduct relevant studies. Prepare submission for approval by relevant committees. Engage with internal and external stakeholders. Liaise with relevant role players/stakeholders with regards to land acquisition projects support requirements. Provide feedback on land acquisition offers made by sellers. Respond to presidential hotline queries, DG task as and when required. Facilitate project management support. Obtain approval of planning funds for implementation of projects. Develop TOR’s for procurement of
professional services in line with SCM process. Submits invoices for services rendered within stipulated timeframe.

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


SALARY: R299 709 per annum (Level 08)

CENTRE: Northern Cape (Taolo Gaetsewe District)

REQUIREMENTS: Bachelor Degree/National Diploma in Agricultural Studies. Post graduate Degree in Agriculture will be an added advantage. 2-3 years relevant working experience. Job related knowledge: Departments 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 mobilisation; Analytical; Report writing and Computer literacy. A valid driver’s license (code 08). Willing to travel and work irregular hours.

DUTIES: Identify potential recapitalisation projects. Analyse and assess recapitalisation business plans. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Establish committees within 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 X5007, Kimberley, 8302 or hand it delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

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


SALARY: R242 475 per annum (Level 07)

CENTRE: Limpopo (Polokwane)

REQUIREMENTS: Bachelor's Degree/National Diploma in the field of Social Humanities, Economics and Development. 1-2 years experience in restitution/land reform environment. Job related knowledge: Restitution of land rights; Land Reform and rural development; At least three local African languages will be an added advantage. Job related skills: Sound communication, negotiation and excellent report writing; Initiate and able to take responsibility and meet deadlines; Computer literacy; Ability to produce reports on a word processor; Ability to manage consultants; Willingness to travel, to spend extended periods in the field and work irregular hours; Ability to work under pressure; A valid driver’s license (code 08).

participation in projects and write reports and submission. Prepare for negotiations and settlement of claims. Liaise with stakeholders and community. Obtain verbal evidence regarding the background and circumstances of removal and the claim.

APPLICATIONS : Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Koos Smit building, Polokwane.

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

POST 33/42 :

STATE ACCOUNTANT: SALARIES AND PAYROLL (REF NO: 3/2/1/2018/257)
Directorate: Financial and Supply Chain Management Services

SALARY : R242 475 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : National Diploma in Accounting/Financial Management/Commerce. 1 year of experience working in the salaries and payroll environment. Job related knowledge: Treasury or Financial Regulations; Public Finance Management Act; Basic Accounting System (BAS); LOGIS; GroupWise; PERSAL. Job related skills: Managerial skills; Written and verbal communication: Computer literacy. A valid driver’s licence.
DUTIES : Perform salary administration support services. Process advices (e.g. check advices for correctness, capture salaries, bonuses and salary adjustment). Capture all deductions and allowances on PERSAL. Check all documents for correctness, verification and approval (internal control). Keep records of all transactions processed. Updating cost of staff. Capture all S&T claims, overtime claims and advance payments. Attend to audit queries. File all documents. Perform payroll management services. Receive salary advices for distribution. Administer payroll. Identify misplacement of officials on their pay points. Provide support in clearing of suspense accounts. Clear various salary related accounts including disallowance, tax debt, salary reversal accounts, advance account. Render support on tax matters. Issue duplicate IRP5's when requested within an 8-hour period. Handle tax enquiries.

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

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

POST 33/43 :

MESSENGER (REF NO: 3/2/1/2018/258)
Directorate: Information and Innovation Management Services

SALARY : R115 437 per annum (Level 03)
CENTRE : Pretoria
REQUIREMENTS : ABET qualification or Grade 10. Job related skills: Organising; Communication (verbal and written). A reliable and creative individual who is prepared to work under pressure and as part of a team.
DUTIES : Perform messenger services. Collect and distribute post, parcels, files and other official documents within the Department. Receive and distribute documents to and from different business units. Attend to clients on mail registers. Photocopying and binding official documents. Replenish paper to the photocopier machine. Replace toner. Photocopying of documents. Deliver and collect documents and packages from and to other departments and post office. Receive and distribute documents and packages from and to other departments and post units.

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

NOTE : African, Coloured and Indian males and African, 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
31 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.

OTHER POSTS

POST 33/44: PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: ODG/16/18

SALARY: R356 289 per annum (SL 09)
CENTRE: Pretoria
REQUIREMENTS: A Bachelor/National Diploma in Administration/Public Administration coupled with a minimum of 3-5 years’ managerial experience in strategy and operations management/administration in the public and or private sector environment. Computer Literacy (MS Office Packages). The candidate should further possess the following competencies: Presentation Skills, Service delivery innovation, Influencing Skills, Client orientation and customer focus, Research Skills and Report writing skills.

DUTIES: Provide necessary support for events, including registration, preparation of documentation and presentations. Coordinates events at the DG’s office. Prepare registration documentation and provide event notes where necessary. Receive guests and clients, and manage document flow in the DG’s office. Receive, redirect telephone calls, clarifies instructions and notes, and take messages for the Director-General. Provide a secretariat service in meetings. Scrutinize documents to determine actions/information/other documents required for meetings. Collect, compile all necessary documents for the senior manager to inform him/her on the contents. Records minutes/decisions and communicate to the relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Manage the DG’s diary. Use discretion and diligence in managing the diary of the DG. Regularly communicate the diary of the DG with the DG. Provide an administrative service with respect to documents coming in and out of the DG’s office. Manage the flow of information and documents to and from the office of the DG. Safe guard all documentation in the office of the DG in line with relevant legislation and policies. Coordinate inputs, collate and compile reports, such as: task registers, monthly and MinExco and extended Exco reports. Check submissions and reports for alignment, grammar errors, and related, make notes and recommendations to the DG. Coordinate leave and telephone accounts for the office of the DG. File documents for the DG and their office where necessary. Coordinate travel and
accommodation for the DG. Manage the procurement of goods and services within
the prescribed legislative guidelines in the DG's office. Liaise with internal and
external stakeholders.

ENQUIRIES : Ms Tiny Makana, Tel No: (012) 394 1433

POST 33/45 : PERFORMANCE MANAGEMENT & HUMAN RESOURCE DEVELOPMENT
PRACTITIONER REF NO: HRM/17/18

SALARY : R299 709 per annum (SL 08)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor Degree /National Diploma in Human Resource Management/ Social
Science/Industrial Psychology/Training and Development (HRD). A minimum of 3-
5 years' administrative experience in Performance Management or Human
Resource Development environment. Computer literacy (MS Office Packages). A
Valid Driver license and Completion of Skills Development Facilitator course will
be an added advantage.

DUTIES : To provide a performance management and human resources development
service. Develop and implement performance management and skills
development policies, strategies, systems and plans and implement the
performance management system. Coordinate submission of performance
management documents to ensure compliance to turnaround time.
Coordinate/develop/implement/manage/or outsource in-house training, courses,
seminars and workshops, recognition of prior learning and competency
assessments through the HRD quality and information management system,
training and development processes and programmes, learnerships, bursary
scheme, mentorship and scholarship programmes (as required). Coordinate the
development and implementation of a work-place skills plan, leadership
development, coaching programs as well as a comprehensive induction and
orientation program, the development of a result-based training and development
strategy to enhance capacity building and improve service delivery. Conduct
research on relevant transverse training for identified occupations and advise on
new training trends and to identify areas for learnership and internships and align
with the departmental strategic plan and SETA.

DUTIES : Analysis of market/labour statistics on a continuous basis to ensure that DSBD is
aligned to the best practice and analyse performance management and rewards
information with the aim of identify trends and patterns to propose solutions or
advise. Develop, implement and administer the PMDS, PDP, HRD, attraction,
retention and exit strategies for staff. Coordinate the implementation and/or
maintenance of performance assessments and incentive system. Report on the
compliance via the performance management system and directives, compile and
present progress reports, recommendations and facilitate management decisions
and report on the implementation of career exhibition program, open day sessions
and support programmes. Assess the effectiveness of the human resources
training and development service through surveys and prepare a report on the
utilization and/or impact of such interventions. Disseminate information on learning
and development and performance management through provision of advice,
roadshows, enquires, workshops and exhibitions.

ENQUIRIES : Mr Leroy Koopman, Tel No: (012) 394 1985
ANNEXURE J

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan.

APPLICATIONS : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria. Room 4034.

FOR ATTENTION : Recruitment Unit

CLOSING DATE : 03 September 2018

NOTE : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 33/46 : DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT (REF NO: DOT/HRM/47)

(Branch: Administration (Office of the Chief Operations Officer)
(Chef Directorate: Human Resource Management and Development)
(Directorate: Human Resource Development and Performance Management)
(This post is being re-advertised and candidates who applied previously may re-apply if they are still interested)

SALARY : All-inclusive salary package of R948 174 per annum of which 30% can be structured according to individual needs

CENTRE : Pretoria

REQUIREMENTS : Bachelor Degree or Advanced Diploma in Human Resource Management / Public Management at NQF level 7 as recognized by SAQA plus a minimum 5 years’ experience at senior management or middle management level. The following will serve as strong recommendations: Knowledge of Public Service Regulations and Public Service Act, Employment Equity, Labour Relations Act, Skills Development Act, Financial Management, Strategic Capability and Leadership, People Management and Empowerment, Project and Programme Management, Client Orientation and Change Management.

DUTIES : Provide internal capacity development programmes by: Developing and maintaining capacity development policies, conducting training needs analysis for the development of a Workplace Skills Plan, Administrate and manage Educational Programmes, Render a Secretariat service to the Human Resource Development Committee & Administrator bursaries. Ensure capacity development for the transport sector by: developing and maintaining external capacity policies, initiating transport programmes for historically disadvantaged, Manage the
Centres of development institutions. Develop, manage and monitor the implementation of performance management systems by: Administering the performance management system, managing the performance assessments and incentive programmes, facilitate training on performance system, provide guidance to staff on performance system. Manage and control the Directorate by: ensuring compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch, establish and maintain governance and administrative system's continuity within the work of the branch, develop financial reports for forecasting, trending and results analysis, prepare and submit implementation plans, evaluate projected spending plans, monitor quality control of work, ensure the compilation of the annual report and strategic plan of the directorate, monitor the planning, organising and delegation of work and ensure monitoring & evaluation is carried out in all areas of the directorate.

ENQUIRIES

Ms C Coetzee; Tel No: (012) 309 3000
PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER

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

FOR ATTENTION : Mnikelo Mbangi

CLOSING DATE : 31 August 2018

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

OTHER POST

POST 33/47 : AUDIT COMMITTEE MEMBER REF NO: OTP 01/08/2018 (X1 POST)

SALARY : Remuneration and appointment will be in accordance with the Provincial Treasury Instruction Note No. 6 of 2014/15 - Framework for Appointment and Remuneration of Audit Committee Members. The Eastern Cape Office of the Premier hereby invites applications from independent, suitably qualified and interested professionals to serve as a member of its Audit Committee for a period of three (3) years. Applications are invited from the various fields of professions that will add value to the Department. Audit Committee Members are appointed in their personal capacities as members of the committee in terms of the PFMA, and not as employees.

CENTRE : Bhisho

REQUIREMENTS : A Relevant Post Graduate Tertiary Qualification (NQF level 8) in either; Accounting/Finance, Information and Communication Technology (ICT), Human Resources Management, Governance & administration, and Monitoring & Evaluation; with at least 5-10 years of proven experience in serving the public sector at an equivalence of a Director level or higher. Prior experience in participating in governance structures of Government Departments and/or Public Entities; such as Audit committees, risk management committees, etc. (Minimum prior experience of participating in two (2) governance structures). Be a member of a recognised professional body and have the requisite CPD hours. A thorough understanding of the regulatory framework within which the government operates in the public sector. Knowledge and understanding of the challenges facing the Public Sector is essential, especially facing co-ordinating Departments.
Candidates should possess the following attributes and skills: Independence, Objectivity, Integrity, strong leadership skills, analytical reasoning abilities and good communication skills. Willingness to dedicate time to the activities of the Audit Committee. (The Department already has certain skills on the existing audit committee membership; and is therefore looking for specific skills to supplement the mix).

**DUTIES**

The Audit Committee is an advisory committee that assist the department in fulfilling its oversight responsibilities with regards to Internal Controls, Risk Management and Governance. The oversight statutory roles of the audit committee is in terms of the PFMA, Treasury Regulations and other applicable Regulatory Frameworks. The Audit committee will be required to conduct its duties in accordance with an approved Audit Committee Charter. Help to strengthen objectivity and credibility of financial and non-financial reporting. Monitor the performance of the Internal Audit Unit. Monitor management's responses to reported weaknesses, control deficiencies and make recommendations for improvement. Review compliance with legal and regulatory provisions. The Department will hold a minimum of four (4) Audit Committee meetings per financial year.

**ENQUIRIES**

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

**NOTE**

Preference will be given to applicants who are citizens of the Republic of South Africa and resides within the Eastern Cape Province.

**DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE**

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

**APPLICATIONS**

Head Office & Museums: Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William’s Town, 5605

**CLOSING DATE**

31 August 2018 @ 12H00

**NOTE**

Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at [http://www.info.gov.za/documents/forms/employ.pdf](http://www.info.gov.za/documents/forms/employ.pdf) which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver’s license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

**OTHER POST**
POST 33/48 : MANAGER: MUSEUM SERVICES REF NO: DSRAC 01/08/2018

SALARY : An all-inclusive remuneration R826 053 (Level 12)
CENTRE : Head Office
REQUIREMENTS : B Degree in History, Archaeology, Anthropology, Sociology or Social Science coupled with ten (10) years’ experience in museum services. A post-graduate qualification in any of the above fields will be an added advantage, coupled with 3 years’ experience at Assistant Manager Level. Experience in development of strategic and business plans. Sound knowledge and experience in government policies and procedures. Good communication and analytical skills. Project Management skills. Independent worker committed to meeting time frames. Computer literate (emphasis on MS Excel and MS PowerPoint). A valid code 08 driving licence. (People with disabilities and females are encouraged to apply).

DUTIES : Coordinate administration and management of museum services in the province in terms of relevant legislative framework. Facilitate transformation of museum services in the Eastern Cape. Co-ordinate and organise provincial and national commemorative events concerned with museum services. Assist Districts in rendering mobile museum services in their districts. Facilitate refurbishment of existing museums and development of new museums. Facilitate extension of museum services to areas where they do not exist. Ensure marketing and exposure of museum services to all. Ensure transfer of subsidies and grants to Province-Aided museums. Work in partnership with other directorates in the department to ensure coordinate and integrated approach to service delivery. Facilitate development, management and promotion to service delivery. Manage the sub-Directorate of Museum Services.

ENQUIRIES : Ms. R. Loots Tel No: 043 492 0949
ANNEXURE L

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS: Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg. Postal address: The Director: Recruitment and Selection, Gauteng Department of Education, P.O. Box 7710, Johannesburg, 2000.

CLOSING DATE: 31 August 2018

NOTE: Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

MANAGEMENT ECHELON

POST 33/49: DISTRICT DIRECTOR: EKURHULENI SOUTH REF NO: HO2018/08/01
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: District Operations Management

SALARY: R948 174 per annum (All-inclusive package)
CENTRE: Ekurhuleni South District
REQUIREMENTS: An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver’s license is essential.

DUTIES: Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage subordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full

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responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.

ENQUIRIES : Mr. Hector Tsosane Tel No: 011 843 6533

POST 33/50 : DIRECTOR: EXAMINATION MANAGEMENT REF NO: HO2018/08/02
Chief Directorate: Examinations and Assessment

SALARY : R948 174 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. Proven management skills in education management or equivalent. Knowledge of advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver’s license is essential.

DUTIES : To provide strategic leadership, oversight, management support, coordination, monitoring in the administering of external examinations and internal assessment processes for ordinary and public schools this includes (developing relevant policies, reviewing policies, mediating and provide support in the implementation of examination and assessments policies). Ensure integrity and credibility of marking of examination at all levels which include appointment and payment of markers and the overall marking processes. Provide data in the release of results at Grade 12 and ABET Level 4). To manage the administration and coordination of the training of invigilators in all grades. To support, coordinate and monitor school based assessment in all Grades (Grade 1 to 12). To monitor and analyse the performance of all learners in all grades. Monitor policy implementation relating to examinations & assessment in the FET band the National Senior Certificate, Senior Certificate & AET examinations. Establish systems and processes for the maintenance of integrity and credibility of examinations. Manage the development of credible examination items. Manage and supervise the production, printing, packing and distribution of question papers. The successful incumbent must be willing to travel and work long hours and liaise with other GDE Directorates, Examinations and stakeholders that have an interest in examinations & assessment in the FET band.

ENQUIRIES : Mr. Hector Tsosane Tel No: 011 843 6533

POST 33/51 : DIRECTOR: EDUCATION RESEARCH & KNOWLEDGE MANAGEMENT REF NO: HO2018/08/03
Chief Directorate: Education Planning & Research

SALARY : R948 174 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate NQF level 7 qualification in Educational Research, Measurement, Educational Psychology, Statistics, Economics or a closely related field is required. A Masters (NQF level 9) would be an added advantage, with at least a minimum of 5 years middle/senior management experience. Evidence of research or administrative leadership is highly desirable. Knowledge of advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Broad political and technical understanding of current education research trends and proven ability to successfully interact with colleagues in the field on substantive issues. Track record of strategic thinking and problem solving. Demonstrated ability to scaffold and support the professional and scientific growth of research staff. Strong verbal and written communication skills. Ability to communicate research findings and trends to policymakers, scholars, and the media. Experience in successfully managing research budgets and relevant financial metrics. Strong management
DUTIES

Lead the work on design, analysis and reporting for departmental, provincial, national and international educational research. Provide leadership in developing research plan and evaluate the feasibility of research initiatives. Support and facilitate the development of researchers and research initiatives, and provide leadership in bringing research capabilities into strategic research projects and programmes. Consult on proposal development in responses to requests for proposals for internal and external research projects. Provide leadership in the design and implementation of complex research projects involving the coordination of tasks and staff, consult with staff as needed, and monitor all research activities and projects for the unit. Implement quality control procedures to ensure the high quality of research reports. Provide advice and guidance in respect of all services, policies, systems and development. Serve as liaison between the department and client groups such as policy and/or advisory boards, other government agencies, foundations, and universities. Disseminate and contribute to the dissemination of research findings through publication of books, articles, and research reports and participation in seminars, symposia, and professional organizations. Provide professional leadership in and foster collaboration within the research community at large. Manage efficient directing of all knowledge management requirements and designs. Develop an organisational knowledge system for the management of storage, access and flow of information. Administer and ensure the implementation of an organisational knowledge system for the management of storage, access and flow of information, and ensure maintenance thereof. Develop and ensure implementation and maintenance of an integrated knowledge management plan. Advocate integrated knowledge management and use in Department.

ENQUIRIES

Mr. Hector Tsosane Tel No: 011 843 6533

SALARY

R948 174 per annum (All-inclusive package)

CENTRE

Head Office, Johannesburg

REQUIREMENTS

An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. A post graduate qualification in Education or Curriculum Development would be an added advantage. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Intermediate or Advanced Computer literate. Valid South African driver’s license is essential.

DUTIES

To manage the development and coordination of FET curriculum policy frameworks, subjects, learning programmes and learning support for FET Grades 10-12. To contribute to national curriculum policy development with respect to subjects. To co-ordinate the implementation of national curriculum frameworks at a provincial level to ensure national curriculum programmes and interventions in respect of FET are implemented consistently across districts. To coordinate curriculum specific research and development within FET subjects. To coordinate curriculum as per provincial needs in FET Grades 10-12. To monitor, support and evaluate all FET curriculum interventions within the subject context. To provide FET programme support to districts and formulate strategies for efficient implementation of FET curriculum programmes.

ENQUIRIES

Mr. Hector Tsosane Tel No: 011 843 6533
ANNEXURE M

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

APPLICATIONS
Human Resource Department, R K Khan Hospital Private Bag X004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource. Department Ground floor Recruitment Officer Room no. 35

FOR ATTENTION
Human Resource Manager

CLOSING DATE
31 August 2018 16:00 afternoon

NOTE
Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and professional registration with the SANC certificate – not copies of certified copies. Current registration with SANC /HPCSA2018. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2018. Faxed documents will not be accepted. Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid.

ERRATUM: kindly note that the post of Radiographer (Eshowe Hospital) with Ref No: CM 13/2018 advertised in vacancy circular 31 dated 03 August 2018 has been withdrawn.

OTHER POSTS

POST 33/53
HEAD CLINICAL UNIT (MEDICAL) ENT REF NO: RKKM 31/2018

SALARY
Grade 1: R1 643 352 per annum. All-inclusive package (Commuted overtime is compulsory)

CENTRE
R. K Khan Hospital (ENT Department)

REQUIREMENTS
An HPCSA recognized ENT qualification plus Current registration with HPCSA as a Specialist in Otorhinolaryngology plus at least (3) years post registration experience as an ENT Specialist. Knowledge of Human Resources Management, Finance Management and quality assurance programmes. Sound knowledge of current Health and Public service legislation and policies, medical ethics, epidemiology and statistics. Good decision making, analytical and communication skills. Ability to create and ensure a sound and conducive working environment. Computer literacy.

DUTIES
Responsible for the management of ENT unit including day to day running of services, administration and support services to achieve optimal patient care within defined levels of institutional responsibility. Be part of the team that ensures efficient management and equitable distribution of all resources in Durban District ENT complex and drainage areas. Effective utilization and training of staff; maintenance of Discipline, promotion of sound labour relations and appropriate use and care of equipment in the facility. Provide leadership to ensure the achievement of priorities and output of the strategic plan and health transformation including development of continuous quality assurance programmes, implementing and co-ordinating community care and outreach programmes. Ensure procedures for safe keeping of patient's records, documents, assets and information. Will also be responsible for academic and/or creative teaching and leadership; curriculuation and development of undergraduate and post graduate courses; managing academic and support staff and developing /supervising research and/or creative projects. Establish and strengthen relationship with other

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stakeholders; namely Medical School, Research Council and Hospitals in the District.

ENQUIRIES: DR. D Behadar Tel No: 031 459 6019

POST 33/54: MEDICAL MANAGER: REF NO: CH/15/2018 (X1 POST)

SALARY: R1 115 874 per annum All-inclusive package. Other Benefits: 22% rural allowance and compulsory commuted overtime.

CENTRE: Ceza District Hospital

REQUIREMENTS: MBCHB Degree plus current HPCSA registration as Medical Practitioner. Minimum of three (3) years’ experience as a medical officer after registration with the HPCSA as a medical practitioner. NB: Please attach certificate of service. Recommendation: Diploma in HIV Management. Diploma in O&G, Communicable diseases, medicine, child health/ pediatrics or degree in Family medicine. Computer literacy. Valid driver’s license. Knowledge, Skills, Training and Competencies: Broad clinical knowledge, competency and skills in general clinical domains such as medicine, pediatrics, obstetrics and gynaecology and surgery. Knowledge of relevant health and public service related legislation, Policies and procedures. Knowledge of strategic documents e.g. SDG, APP, DHP, DHER, etc. Knowledge and experience in District Health System. Knowledge of ethics. Knowledge of Health Information System and Decision making skill. Good communication, leadership, team building and motivation, computer skills. Good supervisory, planning and organization skills. Knowledge of Employee Performance Management Development System (EPMDS).

DUTIES: Manage the provision of safe, ethical and high quality medical and allied health care at Ceza Hospital and associated PHC facilities. Provide support and supervision to all Medical and Allied health staff (including pharmacy, radiology, rehabilitation, dietetics, Oral health, social work, optometry, and psychology). Actively participate in the institutional strategic and operational planning and monitoring and evaluation processes. Manage and facilitate the formulation of Medical and allied health service policies and procedures and ensure that these are in line with the current statutory guidelines, regulations and code of ethics. Ensure the provision and development of protocols and guidelines to Medical and allied health personnel by: Strengthening clinical governance in the institution; and ensuring cost effective and efficient use of resources-including human and financial resources and monitoring and control of blood product and laboratory investigations. Plan, manage and control of resources allocated to Medical and allied health. Manage performance of medical and allied health staff. Ensure regular skills audits and ensure staff development and training. Maintain discipline and deal with grievances and labour related issues in Terms of the laid down procedures, in medical and allied health section. Assist with information management and analysis. Ensure accurate records are maintained for all health records in accordance with legal and statutory regulations for the continuity of care. Monitor and control overtime in medical and allied health sections. Ensure HR policies and regulations are implemented. Assist with pro-active recruitment of medical and allied health professionals. Conduct clinical and record audits, morbidity and mortality and perinatal mortality reviews. Conduct service assessments and ensure medical and allied health sections participate in quality improvement projects and surveys to improve clinical quality and patient satisfaction. Assist with analyzing Adverse Events. Ensure compliance with National Core Standards and Ideal Clinic Realization Model. Provide leadership to clinical risk. Deal with medico-legal issues e.g. reports, clinical privileges, risk management. Full participation in management, financial and human resource committees of the institution. Develop Integrated Primary Health Care Service in Ceza Sub District. Assist with quarterly reviews of programmes. Be a member of management meetings e.g. Executive Management Committee (Exco), Extended Management meetings, Clinic and Hospital Cash Flow meetings, Institutional Health Technology, Quality, Infection Prevention and Control, Health and Safety and Disaster Management etc.

ENQUIRIES: Chief Executive Officer: Mr. SP Zulu Tel No: 035- 832 5163
APPLICATIONS: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.

FOR ATTENTION: Mr. E.S. Mazibuko: Human Resource Officer (Supervisor)

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

CLOSING DATE: 31 August 2018

POST 33/55: CLINICAL MANAGER: REF NO: CH/12/2018 (X1 POST)

SALARY: R1 115 874 per annum All-inclusive package. Other Benefits: 22% rural allowance and compulsory commuted overtime

CENTRE: Ceza District Hospital

REQUIREMENTS: MBCHB Degree plus current HPCSA registration as Medical Practitioner. Minimum of three (3) years’ experience as a medical officer after registration with the HPCSA as a medical practitioner. Please attach certificate of service. Recommendation: Diploma in HIV Management. Diploma in O& G, Communicable diseases, medicine, child health/ pediatrics or degree in Family medicine. Computer literacy. Valid driver’s license. Knowledge, Skills, Training and Competencies: Ability to diagnose and manage common medical problems including emergencies. Sound clinical knowledge and experience. Ability to conduct caesarean sections and administer anaesthesia. Knowledge and skills in the management of patients with TB, HIV/AIDS and other chronic diseases. Knowledge of relevant acts, policies and regulations of the Department of Health. Good communication, leadership, decision making, team building and motivation, computer skills. Good supervisory, planning and organization skills. Knowledge of Employee Performance Management Development System (EPMDS).

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

ENQUIRIES: Chief Executive Officer: Mr. SP Zulu Tel No: 035- 832 5163
APPLICATIONS: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.

FOR ATTENTION: Mr. E.S. Mazibuko: Human Resource Officer (Supervisor)

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

CLOSING DATE: 31 August 2018

POST 33/56: SPECIALIST ORTHOPAEDICS: REF NO: RKK M 29/2018

SALARY: Grade 1: R1 051 368 per annum. All-inclusive salary package (Commuted overtime is compulsory).
Grade 2: R1 202 112 per annum. All-inclusive salary package (commuted overtime is compulsory)

CENTRE: R. K Khan Hospital – Orthopaedics

REQUIREMENTS: Grade 1: Minimum requirement appropriate qualification MBCHB Degree Plus current registration with HPCSA as a Medical Specialist in Orthopaedics. Grade 2: The minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedics. Proof of current registration with HPCSA 2018. Knowledge, Skills and Competencies. Ability to deal with all medical emergencies. Knowledge of ethical Medical Practices. Ability to assess, diagnose and manage patient. A concern for quality. Cross Cultural Awareness. Ability to work within a multi-disciplinary team.

DUTIES: Render clinical duties in the Orthopaedics Department. Render cost effective medical care, incorporating radical management and follow-up. Maintain medical records. Train and supervise medical interns, medical students and other personnel. Undertake on-going medical education and professional development.

ENQUIRIES: DR. D Behadar Tel No: 031 459 6019/ DR. V Dehal Tel No: 031 459 6170

APPLICATIONS: Human Resource Department, R K Khan Hospital Private Bag X004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource. Department Ground floor Recruitment Officer Room no. 35

FOR ATTENTION: Human Resource Manager

NOTE: Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and professional registration with the SANC certificate – not copies of certified copies. Current registration with SANC/HPCSA2018. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2018. Faxed documents will not be accepted. Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that
the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid.

**CLOSING DATE**: 31 August 2018 16:00 afternoon

**POST 33/57**

**MEDICAL OFFICER REF NO: MOURO/2/2018 (X2 POSTS)**

Department: Urology Department

**SALARY**

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

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

An appropriate qualification in the appropriate Health Science PLUS Current Registration with the Health Professions Council of South Africa as an independent medical practitioner. Completion of Community Service. **Grade 1**: No experience required from South African Qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (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**: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) 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. Recommendation: Experience in Urology. FCS – 1A (Primary), ATLS, ACLS or PALS will be a distinct advantage. Knowledge Skills And Experience Required: Knowledge of operative and post-operative management of the surgical patient. Any training in the field of general surgery will be a distinct advantage. Preference will be given to those who have completed some or all of their surgical training. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Experience in Urology. Ability to assist the Urology staff in the smooth running of the Department. Ability to function in a multi-disciplinary setting.

**DUTIES**

- Provide appropriate medical care to all urologic patients. Assist in teaching undergraduates. Attend all academic activities and teaching/training sessions in the department. Performance of after hour duties.

**ENQUIRIES**

Dr EH Abdel Goad Tel No: 031 2401179

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

: 31 August 2018

**POST 33/58**

: MEDICAL OFFICER REF NO: MOONCOLOGY/1/2018 (X1 POST)

Department: Oncology

**SALARY**

: Grade 1: R780 612 per annum (All Inclusive Salary Package) excluding Commuted Overtime.

: Grade 2: R892 551 per annum (All-inclusive Salary Package) excluding Commuted overtime.

: Grade 3: R1 035 831 per annum (All-inclusive Salary Package) excluding commuted Overtime.

**CENTRE**

: Inksosi Albert Luthuli Central Hospital

**REQUIREMENTS**

: Certified copy of MBCHB. Certified copy of Registration Certificate with the HPCSA as a Medical Practitioner. Certified copy of current renewal registration with HPCSA. Grade 1: No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Recommendation: At least 6 months experience in Radiotherapy & Oncology would be advantageous.

Knowledge Skills and Experience Required:

- Basic understanding of treatment principles and options in oncology.
- Good interpersonal skills.
- Ability to diagnose and manage common medical problems including oncological emergencies.
- Sound moral values based on integrity, trust and judgment.
- Sound communication skills.
- Prior experience in oncology is advantageous.

**DUTIES**

: Work within a multidisciplinary framework in the management of oncology patients. Adhere to departmental treatment guidelines and policies. Undertake ongoing care of individual patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. Maintain medical records, including morbidity and mortality statistics. Attend and participate in departmental academic meetings and outreach services. Rotate through other hospitals in the DFR area. The successful applicant will be required to perform after hours duties.

**ENQUIRIES**

: Dr Shona Bhadree ☎️ 031 240 1920

**APPLICATIONS**

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

**NOTE**

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

CLOSING DATE : 31 August 2018

POST 33/59 : MEDICAL OFFICER REF NO: MONUCLEARMed/1/2018 (X1 POST)
Department: Nuclear Medicine

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

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
Certified copy of MBCHB. Certified copy of Registration Certificate with the HPCSA as a Medical Practitioner. Certified copy of current renewal registration with HPCSA. Grade 1: No experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills and Experience Required: Good interpersonal skills. Sound moral values based on integrity, trust and judgment. Sound communication skills. Demonstrable interest in medical imaging and radiation sciences.

DUTIES : Clinical cover of patients within the department. Thyroid / oncology clinic cover, a service which includes both oncology and endocrine patients referred from locally and referral base hospitals. Evaluation and screening of referrals to PET/CT and general Nuclear Medicine. Pre-evaluation of approved referrals to ensure proper scan protocols are followed. Patient preparation. Clinical management of patients which includes overall management while in the ward. The successful applicant will be required to perform after hours duties.

ENQUIRIES : Dr N Nyakale ☏ 031 240 1871
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

**CLOSING DATE**: 31 August 2018

**POST 33/60**: MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 42/18

Component: Paediatric Department

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

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, with compulsory Commuted Overtime. Incumbents will have to sign the commuted overtime contract form.

**CENTRE**: PMB Metropolitan Complex (Grey’s, Edendale, Northdale)

**REQUIREMENTS**:
- MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice, Grade 1: Experience: Not Applicable Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Applicants who are still to complete Community Service time from the date of the advert to December 2018 may apply on the understanding that they can be appointed ONLY after receiving full registration as a Medical Practitioner with the HPCSA. Priority may be applied to incumbent/s that are available immediately or sooner to maintain clinical services. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendations: Prior experience in Paediatrics & Child Health will be considered at short-listing as an advantage. Diploma in Child Health (will be an added advantage). Knowledge, Skills and Experience: Relevant medical knowledge, with paediatrics and child health focus. Specific knowledge in Paediatric conditions. Skills and competence at procedures and care in children. Current health and public service legislation, regulations and policy; Medical ethics, epidemiology and statistics.

**DUTIES**:
(Will cover clinical skills, performance, training, supervision & support and administration & management.). Participate in the shared provision of in- and outpatient clinical care within the Paediatrics on a rotational basis at Grey’s, Edendale & Northdale Hospital. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. (For those with requisite experience – Grade 2 & 3). Participate in the departmental academic programme. Assist with the administration of the Unit one is allocated to. Support the departmental activities for the development and training of undergraduate, post graduate and vocational students. Assist and participate in research activities as defined within the department.

**ENQUIRIES**:
Mrs K Moses Tel No: 033 8973264

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

**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 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 42/18. 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:** 31 August 2018

**POST 33/61:** PHARMACIST GRADE 1, 2, 3 REF NO: CH/13/2018 (X1 POST)

**SALARY:**
- Grade 1: R665 980 per annum
- Grade 2: R713 904 per annum
- Grade 3: R780 612 per annum

This inclusive package consists of 70% Basic salary and 30% flexible portion which may be structured in terms of the applicable rules.

**CENTRE:** Ceza District Hospital

**REQUIREMENTS:**
- Experience **Grade 1:** No experience for Pharmacists who completed Community Service. One year relevant experience after registration as a pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years relevant experience after registration as a Pharmacist. Six (6) years relevant experience after registration as a Pharmacist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Proof of experience (certificate of service) endorsed and stamped by Human resource with clear years of experience, rank and name of the institution. **Grade 3:** Thirteen (13) years relevant experience after registration as a Pharmacist. Fourteen (14) relevant experiences after registration as a Pharmacist with a recognized foreign Health professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Proof of experience (certificate of service) endorsed and stamped by Human resource with clear years of experience, rank and name of the institution.

**Recommendations:** Driver's License, Computer literate. Knowledge, Skills and Competencies: Sound understanding of relevant legislation, Acts, Procedures and Delegations pertaining to pharmacy including NHI, NCS, CCMDD, Essential Medical lists (EML), Standard treatment guidelines (STG's), Knowledge of principles of drugs therapy and the functions and operations of a drugs and therapeutics committee. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles. Ability to manage conflict. Ability to manage and coordinate productivity and be part of an interactive team. Appropriate clinical and theoretical knowledge. Sound interpersonal, communicate, organizing, planning and decision making skills.

**DUTIES:**
- To provide high quality of pharmaceutical service to patients and healthcare Professionals. Ensure adherence to all applicable legislation (including (GPP and NCS) policies and procedures. Maintain optimal use and care of all resources. Provide necessary orientation, training skilling, assessing, disciplining and monitoring of all staff. Manage and control and distribution of medicines to patients at Hospital and clinics including CCMDD program. Provide pharmaceutical support to associated Primary Health Care clinics. Maintain accurate and appropriate patient’s record in line with legal requirements. Engage in effective communication with other department’s personnel in order to ensure high quality services are rendered. Be willing to work long hours or after hours call-outs if the need arise. Supervise and provide training to community service Pharmacists and Pharmacist
Assistants. Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, disease state and healthcare. Exercise control over expenditure by ensuring non-wastage of pharmaceutical and other resources. Sound understanding of relevant legislation, Acts, Procedures and Delegations pertaining to pharmacy including NHI, NCS, CCMDD, Essential Medical lists (EML), Standard treatment guidelines (STG’s). Knowledge of principles of drugs therapy and the functions and operations of a drugs and therapeutics committee. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles. Ability to manage conflict. Ability to manage and co-ordinate productivity and be part of an interactive team. Appropriate clinical and theoretical knowledge. Sound interpersonal, communicate, organizing, planning and decision making skills.

**ENQUIRIES**  
Pharmacy Manager: Ms. F Sithole Tel No: 035-832 5070

**APPLICATIONS**  
Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, and Ceza Hospital, before 16H 00 on or before the closing date.

**FOR ATTENTION**  
Mr. E.S. Mazibuko: Human Resource Officer (Supervisor)

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

**CLOSING DATE**  
31 August 2018

**POST 33/62**  
**ASSISTANT MANAGER NURSING**  
**REF NO: CH/14/2018 (X1 POST)**

**SALARY**  
R581 826 per annum; 13th Cheque, Medical Aid (Optional), Home Owners Allowance, Employee Must meet Prescribed Requirements.

**CENTRE**  
Ceza District Hospital

**REQUIREMENTS**  
DUTIES: Strategically provide leadership and guidance in your area of work, ensuring that all systems are put into place. Coordination of optimal, holistic specialized nursing care provided within standards of care and within legal/professional framework. Manage effectively the utilization of all resources. Ensure implementation of Priority Programs, MNCWH, IPC, NCS, HAST. Ensure integration of PHC services. Ensure quality data management. Ensure quality patient/client care. Ensure that staff is practicing in realization of SANC and its relevant prescripts/professionalism and work ethics. Ensure appropriate implementation of Labour Relation Act. Be in position to accept delegation to balance management of the whole nursing component. Be in a position to work under pressure. Ensure involvement of other stakeholders in support of the implementation of Priority Programs.

ENQUIRIES:

APPLICATIONS:

FOR ATTENTION:

NOTE:

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

CLOSING DATE: 31 August 2018

POST 33/63: ASSISTANT MANAGER: NURSING GENERAL REF NO: ST 33/2018 (X1 POST)

Component: Orthopaedics, Surgery and Ophthalmology

SALARY: R532 449 per annum Plus 8% rural allowance. Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

CENTRE: Stanger Hospital

REQUIREMENTS: A Diploma/Degree in nursing plus Midwifery registration with the SANC as a Professional Nurse. Proof of registration with SANC (2018 receipt). A minimum of 8 years appropriate or recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate or recognisable experience at a management level. Current registration with SANC (2018 council Receipt) attach proof of working experience endorsed by Human Resource Department / Employer. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal framework. Knowledge and understanding of legislative framework governing the public service. Good knowledge and understanding of HR and Financial policies and practices. Basic knowledge of public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Knowledge of code of conduct, labour relations and negotiation skills. Knowledge of Public service Acts, regulations and policies. Knowledge of SANC rules and regulations. Good
communication, verbal written, leadership, interpersonal. Problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patients Rights Charter, code of Conduct and National core standards. Team building and diversity management skills.

**DUTIES**

To exercise overall control on the departments, identify needs and formulate health care programs and oversee implementation thereof. Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained. Evaluate patient care programme from time to time to ensure and make proposal for improvement that is supported by a strong work ethic. Work hand in hand with members of the multidisciplinary Health team in the formulation of policies related to the area of responsibility. Manage and supervise the formulation of procedures specific to the area of responsibility and to ensure that they are in keeping with the current statutory regulations and guidelines as well as the current codes of ethics. Contribute to the development of clinical management guidelines and protocols for management of patients and to ensure that these support and acceptable level of care within available resources. Be responsible for the effective and efficient management of human resources. Contribute to a constructive relationship between his/her department and other departments and between personnel to ensure free flow of timeous and relevant information of significant issues. Ensure proper use and control of all resources under her control, ensuring that operations remain within the budget. Willing to improve her/him in order to manage in changing health environment. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Ability to direct a multi-disciplinary team to ensure good nursing care. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance nursing services. Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate the required computer literacy to adequately manage information according to the requirements of the hospital. Able to plan, maintain and control the nursing services budget for the relevant area.

**ENQUIRIES**

Mrs E.M Shabane (Deputy Nursing 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. Hand delivery: HR Department Stanger hospital corner of Paterson and King Shaka street

**FOR ATTENTION**

Mr S. Govender

**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. St17/2017. 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). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
CLOSING DATE: 31 August 2018

POST 33/64: PROFESSIONAL NURSE SPECIALTY – OPHTALMOLOGY GRADE 1 TO 2
REF NO: ST 31/2018 (X1 POST)
Component: Ophthalmology

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

CENTRE: Stanger Hospital

REQUIREMENTS:
Diploma or Degree in General Nursing AND Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS Registration with SANC as a Professional Nurse. Post basic Diploma Nursing Qualification in Relevant Specialty (Ophthalmology) with duration of one year accredited with SANC. Proof of current registration (2018 receipt) proof of current registration (2018 receipt) proof of current / previous work experience endorsed and stamped by HR must be attached. Experience: Grade 1: A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Grade 2: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post – Basic qualification in relevant specialty. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and interpersonal Skills within the limits of the public Sector. Personal attitudes, responsiveness, professionalism, supportive, Assertive and must be a Team player.

DUTIES:
Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. to be able to screen, diagnose, manage and refer clients with eye problems, take part in cataract camp activities. Manage the unit in the absence of the supervisor. Manage the utilisation of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the coordination and implementation of the National Core Standards in Ophthalmology and in the whole institution for better quality patients’ care. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others.

ENQUIRIES:
Mrs E.M Shabane (Deputy Nursing Manager) Tel No: 032 437 6008

APPLICATIONS:
Applications to be forwarded to: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450. Hand delivery: HR Department Stanger hospital corner of Paterson and King Shaka street

FOR ATTENTION:
Mr S. Govender

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. St17/2017. 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). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE
: 31 August 2018

POST 33/65
: PROFESSIONAL NURSE SPECIALTY GRADE 1/2: REF NO: HRM 39/2018 (X1 POST)
Directorate: Trauma Medical and Surgical

SALARY
: Gr 1: R362 559 – R420 318 per annum
Gr 2: R445 917 – R548 436 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE
: King Edward VIII Hospital

REQUIREMENTS
: Matric/Senior Certificate or equivalent qualification, degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. Gr 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Specialty. Gr 2: A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification (Specialty) in Trauma. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, co-ordination and liaison skills, problem solving skills.

DUTIES
: Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMD evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Medical Emergency Unit, allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a paediatric ventilated/ medical patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality , improvement plans and projects to improve quality of care., to be knowledgeable about management of risks in a trauma unit and forensic nursing.

ENQUIRIES
: Mr. B.B. Khoza Tel No: 031 360 3026
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

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

CLOSING DATE: 31 August 2018

POST 33/66: PROFESSIONAL NURSE SPECIALTY GRADE 1/2: REF NO: HRM 40/2018 (X4 POSTS)
Directorate: Nephrology-ICU

SALARY: Gr 1: R362 559 – R420 318 per annum
Gr 2: R445 917 – R548 436 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE: King Edward VIII Hospital

REQUIREMENTS: Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. Gr 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Specialty. Gr 2: A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification (Specialty) in Trauma. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, Co-ordination and liaison skills, problem solving skills.

DUTIES: Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMD evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift,
to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Medical Emergency Unit allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a paediatric ventilated/ medical patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality improvement plans and projects to improve quality of care, to be knowledgeable about management of risks in a trauma unit and forensic nursing.

ENQUIRIES:
Mr. B.B. Khoza Tel No: 031 360 3026

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

NOTE:
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE:
31 August 2018

POST 33/67:
DIAGNOSTIC RADIOGRAPHER: REF NO: HR 03/2018

SALARY:
Grade 1: R300 828
Grade 2: R352 707
Grade 3: R415 482

CENTRE:
X-Ray Department

REQUIREMENTS:

DUTIES:
To provide good quality radiographic diagnostic services. Execute all clinical procedures completely to prevent complications. Provide a 24 hours radiographic service. Participate in quality assurance and quality improvement programmes. Promote good health practices and ensure optimal care of patients. Assist junior staff and student radiographers. Perform clerical and darkroom duties when necessary. Promote Batho Pele Principles in execution of duties for effective service delivery.

ENQUIRIES:
Mr. S Pillay Tel No: 031 459 6130

APPLICATIONS:
Human Resource Department, R K Khan Hospital Private Bag X004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource. Department Ground floor Recruitment Officer Room no. 35
FOR ATTENTION : Human Resource Manager
NOTE : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and professional registration with the SANC certificate – not copies of certified copies. Current registration with SANC/HPCSA2018. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2018. Faxed documents will not be accepted. Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid.

CLOSING DATE : 31 August 2018 16:00 afternoon

POST 33/68 : MEDICAL SPECIALIST – GRADE 1, 2, AND 3 (SESSIONAL POST) – 10 HOURS PER WEEK REF NO: GS 43/18

Component – Otorhinolaryngology

SALARY :
Grade 1: R263 120 per annum
Grade 2: R300 560 per annum
Grade 3: R348 920 per annum

CENTRE : Greys Hospital; Pietermaritzburg Hospital Complex

REQUIREMENTS : Minimum Requirements: MBCHB Degree or equivalent qualification in Health Science. Current registration with the Health Professions Council of South Africa as a specialist in ENT. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Recommendations: Management and administration experience. Experience must include the training and supervision of registrars/ medical officer. Candidates involved with research will be at an advantage. Knowledge, Skills, Training and Competency Required: Advanced knowledge of ENT care. Ability to work as part of a team. Knowledge of relevant Health and Labour legislation. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Engage in own research and supervise research of registrars.

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

ENQUIRIES : Dr S van Wyk Tel No: 033-897 3734

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

FOR ATTENTION : Mrs. M. Chandulal
NOTE : Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 43/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application
as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS

Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

CLOSING DATE

31 August 2018

NOTE

Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver’s licence (where a driver’s licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic 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. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. 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 of Transport reserves the right not to fill these post(s).
OTHER POSTS

<table>
<thead>
<tr>
<th>POST 33/69</th>
<th>DEPUTY DIRECTOR (CHAIRPERSON: ADJUDICATION) PROVINCIAL REGULATORY ENTITY (PRE) (REF NO: P 25/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>Negotiable to a maximum of level 12 (3 year fixed term contract)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pietermaritzburg</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Preside over all applications and matters considered by the adjudication committee. Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Prepare and submit management report on all activities within the scope of work.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mrs N Majola Tel No: 033 – 341 9500</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Mr C McDougall</td>
</tr>
<tr>
<td>NOTE</td>
<td>Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 33/70</th>
<th>DEPUTY DIRECTOR (DEPUTY CHAIRPERSON: ADJUDICATION) PROVINCIAL REGULATORY ENTITY (PRE) (REF NO: P 26/2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R826 053 per annum (all inclusive remuneration package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pietermaritzburg</td>
</tr>
</tbody>
</table>

**DUTIES**

Preside over all applications and matters considered by the adjudication committee. Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Prepare and submit management report on all activities within the scope of work.

**ENQUIRIES**

Mrs N Majola Tel No: 033 – 341 9500

**FOR ATTENTION**

Mr C McDougall

**NOTE**

Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.

**POST 33/71**

DEPUTY DIRECTOR (ADJUDICATION PANEL MEMBER) PROVINCIAL REGULATORY ENTITY (PRE) (REF NO: P 27/2018) (X2 POSTS)

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

(3 year fixed term contract)

**SALARY**

R697 011 per annum (all inclusive remuneration package)

**CENTRE**

Pietermaritzburg

**REQUIREMENTS**


**DUTIES**

Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Prepare and submit management report on all activities within the scope of work.

**ENQUIRIES**

Mrs N Majola Tel No: 033 – 341 9500
FOR ATTENTION : Mr C McDougall
NOTE : Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.

POST 33/72 : DEPUTY DIRECTOR (ADJUDICATION PANEL ALTERNATE MEMBER) PROVINCIAL REGULATORY ENTITY (PRE) (REF NO: P 28/2018) (X2 POSTS)

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : Level 11 (alternate members called in as and when required over a 3 year period and paid a daily rate)

CENTRE : Pietermaritzburg


DUTIES : Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Prepare and submit management report on all activities within the scope of work.

ENQUIRIES : Mrs N Majola Tel No: 033 – 341 9500

FOR ATTENTION : Mr C McDougall
NOTE : Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.
ANNEXURE N

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT
This 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 these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, Mmabatho 2735, Office No. 136, 1st Floor, Tirelo building, Albert Luthuli Drive
FOR ATTENTION: Ms.Gadifele Noge
CLOSING DATE: 07 September 2018 at 15H30
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 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. Candidates requiring additional information regarding an advertised post, must direct their enquiries to Ms Gadifele Noge. 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 appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications Verification 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.

OTHER POSTS

POST 33/73: DEPUTY DIRECTOR (COMMUNITY POLICE RELATIONS) REF NO: 11/2018/19
This is a re-advertisement, candidates who previously applied are encouraged to reapply.

SALARY: Remuneration package of R697 011 per annum. The Inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules.

CENTRE: Head Office – Mahikeng


DUTIES: Monitor and promote good relations between the police and community. Ensure establishment and capacity building of Community Police Forums and Community

**ENQUIRIES**

Ms. K F Nhoe, Tel No: (018) 200 8097/8099

**POST 33/74**

**DEPUTY DIRECTOR (PUBLIC TRANSPORT SERVICES) REF NO: 12/2018/19**

This is a re-advertisement, candidates who previously applied are encouraged to reapply.

**SALARY**

Remuneration package of R697 011 per annum. The Inclusive remuneration package consists of a basic salary, Contribution to the Government Employee Pension Fund, medical aid fund and a flexible portion in terms of applicable rules.

**CENTRE**

Head Office – Mahikeng

**REQUIREMENTS**

Grade 12 certificate or equivalent plus three (3) years National Diploma/Degree in Transport Management/ Economics/Logistics Management. A Postgraduate Diploma in Transport Management or any Postgraduate Degree will serve as a strong recommendation. Three (3) to five (5) years’ experience in the Public Transport Services Environment of which three (3) years must be at Junior Management level. A valid driving license. Knowledge: Extensive knowledge of Public Finance Management Act, Treasury Regulations, PFMA, Public Transport Management and Preferential Procurement Plan. An understanding of the National Land Transport Act, no 5 of 2009 and other related government prescripts and ability to implement the same. Quantitative Techniques (Econometric Modeling) Skills: Computer Literacy. Planning, Organising and forecasting. Project management skills. Negotiation skills and report writing skills. Communication skills (written and verbal communication). Economic Analysis of Public Transport. Modeling Commuter Subsidy. Problem-solving skills. Presentation skills. The ability to maintain positive interpersonal relations and to work well as part of the team. Ability to work under pressure.

**DUTIES**

Administer and manage commuter transport including contract monitoring, Liaise with commuter transport operators and other stakeholders, Budget management and monitoring. Oversee payments of subsidies, Perform administrative duties in line with job requirements including among others, attend monthly project meetings, and monitor commuter transport, co-ordination of commuter transport forums. Manage performance of the Unit.

**ENQUIRIES**

Mr. P. Mohono, Tel No: (018) 200 8086
ANNEXURE O

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS

: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co

CLOSING DATE

: 03 September 2018

NOTE

: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 33/75

: SENIOR LECTURER: AGRICULTURAL EXTENSION
REF NO: AGR 2018-44

SALARY

: R356 289 per annum (Level 09)

CENTRE

: Department of Agriculture, Western Cape Government

REQUIREMENTS

: An appropriate 4 year BSc Degree in Agriculture or 4-year Degree in Education; A minimum of 6 years’ appropriate experience in an agricultural environment of which 3 years must be teaching experience; A valid (code B) driving licence. Recommendations: Successfully completed training as an assessor and moderator. Competencies: Proven knowledge of the subject field; Proven computer literacy; Formal training, facilitation and presentation skills; Leadership, planning and organising skills; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good working knowledge in the subject field.

DUTIES

: Ensure that classes are conducted by supervisees; Develop and implement the academic curriculum for the subject field; Conduct classes; Ensure that student advisory services is provided; Perform and oversee administrative and related functions; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES

: Ms A Valentyn at (021) 808 5455

POST 33/76

: LECTURER: CHEMISTRY AND ACADEMIC SUPPORT
REF NO: AGR 2018-43

SALARY

: R299 709 per annum (Level 08)

CENTRE

: Department of Agriculture, Western Cape Government

REQUIREMENTS

: An appropriate 4-year BSc. Degree; A minimum of 3 years’ experience in Education and Training; A valid code B driving licence. Recommendations: Formal training in chemistry and presentation skills. Working knowledge and expertise in teaching biology and mathematics. Competencies: Proven knowledge of subject field; Proven computer literacy in MS Office; Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills; Presentation and facilitation skills; High levels of assertiveness and professionalism.

DUTIES

: Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; Keep abreast of the applicable prescripts, policies, procedures, policies, technologies and new developments in the subject field.

ENQUIRIES

: Ms A Valentyn at (021) 808 5455
POST 33/77

STATE ACCOUNTANT: REVENUE AND EXPENDITURE CONTROL REF NO: AGR 2018-45
(6-Month Contract Position)

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Financial Management/ Audit/ Cost and Management Accounting with a minimum of 3 years’ experience in a financial environment; A valid minimum code B driving licence. Recommendations: Strong financial background specifically in the finance administrative procedures relating to specific working environment including norms and standards. Competencies: Knowledge of the following: Financial and budgetary management process; Monitoring and review reports; BAS (Basic Accounting System; Relevant legislation, directions and procedures with regard to financial administration; Planning and organising skills; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Compilation of projections for the monthly in year monitoring system: Feed inputs from BAS into projection schedules and consult with programme managers and their staff on the projections and deviations and all other inputs pertaining to the projections of the IYM; Medium Term Expenditure Framework Budget process: Balancing of original budget on BAS, for respective programmes after approval from Treasury; Perform managerial and administrative functions: Manage and control the workflow of subordinates; Cash flow reports: Communicate savings/over expenditure on personnel, entertainment and other items to ASD: ERC; Training: Communicate and assist all personnel in department on understanding BAS reports and projections; Audit queries: Attend to audit queries; Control of transfer payment processes.

ENQUIRIES : Ms M Passenz at (021) 808 7730

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co
CLOSING DATE : 03 September 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

POST 33/78

LIBRARIAN: SELECTION SECTION REF NO: CAS 2018-29

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B-Degree in Library and Information Science. Recommendations: Post graduate Diploma in Library and Information Science and or equivalent degree (B.Bibl.degree). Competencies: Knowledge of the following: Book evaluation/reviewing; Collection development; Bibliographic record creation; Proven writing skills; Proven book knowledge; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Evaluation/reviewing of library material; Bibliographic record-keeping; Written promotion of library service's book stock.
ENQUIRIES : Ms J De Beer at (021) 483 2440
### DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

**APPLICATIONS**

: Only applications submitted online will be accepted. To apply submit your application online only: [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**CLOSING DATE**

: 03 September 2018

**NOTE**

: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

### OTHER POSTS

#### POST 33/79

**DEPUTY DIRECTOR: RED TAPE REDUCTION**

**REF NO:** DEDAT 2018-21 (24-Months Contract Position)

**SALARY**

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

**CENTRE**

: Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS**

: An appropriate 3-year B-Degree (or higher qualification); A minimum of 3 years' relevant management experience in either a government environment or in a private sector environment which involved working with government; A valid code B driving licence. Recommendations: Proven experience in the following: Business process analysis; Problem solving; Project Management; Understanding of the concept of red tape and its reduction. Competencies: Knowledge of modern systems of governance and administration; Advanced knowledge of the business industry and sectors and the processes supporting these; Knowledge of constitutional, legal and institutional arrangements governing the South African public and private sector; Communication (written and verbal) and presentation skills in at least two of the three official languages of the Western Cape; Stakeholder Relationship Management; Project Management; Analytical thinking and problem solving skills; Strategic thinking skills.

**DUTIES**

: Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.

**ENQUIRIES**

: Mr R Windvogel at (021) 483 9902 / (082) 849-2424

#### POST 33/80

**ADMINISTRATIVE SUPPORT OFFICER: ECONOMIC ENABLEMENT**

**REF NO:** DEDAT 2018-22

**SALARY**

: R242 475 per annum (Level 07)

**CENTRE**

: Department of Economic Development and Tourism, Western Cape Government

**REQUIREMENTS**

: An appropriate 3-year National Diploma; A minimum of 1 years’ administrative support experience to top management; A valid code B driving licence. Recommendations: Experience in providing strategic support to senior management; Advanced Microsoft Excel skills; Advanced financial management and budgeting. Competencies: Knowledge of the following: Financial management and budgeting; Reporting procedures; Development and maintenance of administrative and operational systems; Problem-solving; Coping in a dynamic and demanding environment; Data gathering, research and report compilation; Project management and monitoring; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

**DUTIES**

: Develop and maintain processes and systems that will contribute towards improving efficiency in the office of the Chief Director; Prepare documentation and verify responses drafted received from and to internal and external stakeholders;
Obtain inputs, collate and compile reports pertaining to the Chief Directorate; Assist with monitoring and evaluating the performance of the Chief Directorate on an ongoing basis against predetermined objectives; Assist with the planning and executive of workshops, large meetings, conferences as and when they occur; Update and maintain the M&E systems for projects and cashflow; Conduct research and compile comprehensive documents as and when requested; Analyse reports and/or recommendations with regard to projects implemented by the programme; Coordinate evidence/supporting documents for the Audit of Performance Information (AOPI).

ENQUIRIES : Mr J Peters at (021) 483 9417

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 33/81 : ARCHITECT PRODUCTION GRADE A TO C (HOSPITAL INFRASTRUCTURE)
Directorate: Infrastructure Programme Delivery

SALARY : Grade A: R585 366 per annum
Grade B: R669 300 per annum
Grade C: R758 241 per annum
(A portion of the package can be structured according to the Individual's personal need.

CENTRE : Head Office, Norton Rose House, Cape Town)

REQUIREMENTS : Minimum educational qualification: Bachelor in Architecture (or equivalent) as recognised by the South African Council for the Architectural Profession (SACAP). Registration with a professional council: Registration as Professional Architect with the SACAP. Appointment experience: 3 years post qualification architectural experience. Recognition of prior experience: Grade A: At least 0-2 years appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architect. Grade B: At least 14 years appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architect. Grade C: At least 26 years appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architect. Inherent requirements of the job: Willingness to work outside of normal office hours. Willingness to travel including early morning and late night air flights. A valid (Code B/EB) driver's licence. Overnight stays away from home whilst on official business. Sufficiently physically fit and healthy to walk long distances in the confines of the building and on site and carry out inspections. Competencies (knowledge/skills): Knowledge of the Standard for Infrastructure Procurement and Delivery Management and the IDMS Toolkit. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES : Programme and project planning. Conduct programme and project implementation and monitoring. Provide assistance in the commissioning of projects. Conduct programme and project evaluation. Manage built environment programmes and interaction with a wide range of role-players and stakeholders across all spheres of Government/Private Sector and Communities. Monitor and control the delivery of health infrastructure programmes on time, within budget and within defined quality standards.

ENQUIRIES : Mr A Middleton Tel No: (021) 483-9328
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: A practical/competency test may form part of the short-listing and/or interview process, a full job description is available upon request.

CLOSING DATE: 31 August 2018

POST 33/82: RADIOGRAPHER GRADE 1 TO 3 (ULTRA-SONOGRAPHER)

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

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA as a Radiographer (Ultrasound). Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Physically able to perform the duties required. Competencies (knowledge/skills): Thorough knowledge of ultrasonography techniques and protocols. Ability to work independently and in a team. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good interpersonal communication, decision-making and conflict management skills. Computer literacy (Ms Word, PowerPoint and Excel). Comprehension knowledge of radiation protection and sonography equipment safety. Ultrasound scanning experience and ability to work independently.

DUTIES:
Responsible for the smooth running of the department and professional service to patients. General care of patients and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Participate in CPD training programmes.

ENQUIRIES: Ms N B Peters, Tel No: (021) 404-4187

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.

CLOSING DATE: 31 August 2018

POST 33/83: RADIOGRAPHER GRADE 1 TO 3 (RADIATION ONCOLOGY)

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

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer (RTT) AND AS Radiotherapy Laboratory Technologist (RLT) or a Radiation Oncology (Therapy) Radiographer (RTT). Registration with a professional council: Registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer (RTT) and as Radiotherapy Laboratory Technologist (RLT) or a Radiation Oncology (Therapy) Radiographer (RTT). Experience: Grade 1: None after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer (RTT) and as Radiotherapy Laboratory Technologist (RLT) or a Radiation Oncology (Therapy) Radiographer (RTT).
Oncology (Therapy). **Grade 2:** Minimum of 10 years’ relevant experience after registration with the HPCSA in Radiation Oncology (Therapy). **Grade 3:** Minimum of 20 years’ relevant experience after registration with the HPCSA in Radiation Oncology (Therapy). Inherent requirements of the job: Willing to work shifts when required. Valid (Code B/EB) driver’s licence will be an advantage. Competencies (knowledge/skills): Physical and mental ability to work with radiation devices or radioactive sources, in a high pressure environment. Technical ability to manufacture and design appliances, together with the required academic ability. Good verbal and written communication skills as well as interpersonal skills allowing for the candidate to work both in team and individual context. Ability to work under pressure to tight deadlines. Knowledge of radiation and general safety guidelines and technical proficiency in terms of radiation laboratory and general workshop manufacturing processes and use of radioisotopes. Work experience in a radiation and laboratory environments will be an advantage. The person must have the physical and mental ability to handle medical devices, radioactive sources and equipment in a high pressure environment.

**DUTIES:**
Assist with the manufacturing and design of devices used for radiotherapy patient treatment. Have responsibility for the custodianship, storage and cleaning of radioactive sources, as well as design and manufacture of treatment and shielding devices for treatment of radiotherapy patients. Assist with the management of brachytherapy equipment and the treatment of radiotherapy patients, and have the knowledge of associated dosimetry. Be responsible for the teaching and training programme for staff and trainees that forms part of the multidisciplinary teams. Assist with general administration of the tasks completed within the laboratory. Assist medical physics with general radiotherapy quality assurance procedures as required.

**ENQUIRIES:** Ms H Burger, Tel No: (021) 404-6240/6266 or E-mail: hester.burger@uct.ac.za

**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. Applicants may be subjected to a competency assessment test. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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:** 31 August 2018

**POST 33/84:** CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)

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

**CENTRE:** Victoria Hospital, Wynberg

**REQUIREMENTS:**
Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one-year, accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year
post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime and be on call as per roster. Competencies knowledge/skills: Experience in clinical forensic nursing or willingness to learn in this area. Experience in clinical forensic nursing. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report-writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel and Outlook).

**DUTIES:** Manage and provide clinical forensic services to clients attending the unit. Liaise with SAPS and the Justice system where necessary. Do physical examinations and prescribe appropriately. Provide counselling to rape survivors and treat in line with protocol. Collect data and submit reports. Manage financial resources of the department. Be involved in human resource management of the component. Engage in training and development of staff.

**ENQUIRIES:** Mr PC Jeftha, Tel No: (021)799-1125

**APPLICATIONS:** The Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.

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

**CLOSING DATE:** 31 August 2018

**POST 33/85:** ASSISTANT DIRECTOR: COMMUNICATIONS

Directorate: Communications

**SALARY:** R356 289 per annum

**CENTRE:** Head Office, Cape Town

**REQUIREMENTS:** Minimum educational qualification: An appropriate 3 year national diploma / degree in Communication, Journalism or Public Relations. Experience: An extensive experience in a communication, public relations or marketing environment. Appropriate management experience. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competences (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Comprehensive media management experience. Sound knowledge of how the media works. Computer literate.

**DUTIES:** Implement corporate communication plans and campaigns. Line-management. Reputation management including media and brand. Project and Event Management. Internal Communications (Strategy and implementation).

**ENQUIRIES:** Mr Mark van der Heever, Tel No: (021) 483-3716

**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:** 31 August 2018

**POST 33/86:** ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (SOURCING)

Directorate: Supply Chain Management

**SALARY:** R356 289 per annum

**CENTRE:** Head Office, Cape Town


**DUTIES:** Handling of all procurement and bid management processes. Provide input on bid specifications in accordance with agreed strategies and objectives. Scrutinising of bids received to ensure bidder compliance. Responsible for finalising applications for price escalations for index and Rate of Exchange claims. Compiling of memorandum to Bid Adjudication Committee. Executing of Bid Committee and
Delegatee’s resolutions. Inspection of Contractors premises. Ensure that service level agreements exist and are effectively managed and compliance thereto is monitored. Ensure the monitoring of compliance by service providers and institutions to their contractual obligations. Vigilantly monitoring contractor’s performance. Supervision of staff.

ENQUIRIES: Mr C Munnik, Tel No: (021) 483-3447
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
CLOSING DATE: 07 September 2018

POST 33/87: SPEECH THERAPIST GRADE 1 TO 3
West Coast District

SALARY:
Grade 1: R300 828 per annum
Grade 2: R352 707 per annum
Grade 3: R415 482 per annum

CENTRE:
Matzikama PHC Sub-district

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist. Registration with a professional council: Current registration with the HPCSA as a Speech Therapist. Experience: Grade 1: None after registration with the HPCSA in the relevant profession in Speech Therapy (where applicable in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA in Speech Therapy in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA in Speech Therapy in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to travel and participate in a professional learning community. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Adheres to all prescribed laws and district policies regarding record keeping. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Computer literate (Excel, Word and PowerPoint). Establishes a culture for meaningful relationships.

DUTIES:
Render a clinical speech therapy and or audiology service at health facility and community based level. Evaluate and diagnose speech, language, cognitive-communication and swallowing disorders. Treat speech, language, cognitive-communication and swallowing disorders in individuals of all levels, from infancy to the elderly, utilising an individualised plan with both long-term and short-term goals established for each individual’s needs. Implement community outreach projects. Manage resources optimally and effectively.

ENQUIRIES: Ms JE Eygelaar, Tel No: (027) 213-4070
APPLICATIONS: To the Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
FOR ATTENTION: Ms ME Tangayi
NOTE: Short-listed candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with
the relevant council (including individuals who must apply for change in registration status)"

**CLOSING DATE**: 07 September 2018

**POST 33/88**: **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
West Coast District

**SALARY**: R242 475 per annum

**CENTRE**: Swartland Hospital

**REQUIREMENTS**: Minimum educational qualification: Grade 12/Senior Certificate plus competencies. Experience: Appropriate experience and knowledge of support services with reference to facility management and supervision. Inherent requirements of the job: Valid (code B/EB) driver’s licence. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills in at least two of the three official languages of the Western Cape. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.

**DUTIES**: Effective management and supervision for the support sections including Transport, Linen Bank, Telecommunication and registry, Waste, Porters, Laundry, Food Services, Technical workshop and grounds maintenance. Effective management of out-sourced contract services. Effective management of resources including people management and finance and assets.

**ENQUIRIES**: Mr GO Waneburg, Tel No: (022) 487-9202

**APPLICATIONS**: To the Director, West Coast District, Private Bag X15, Malmesbury, 7300.

**FOR ATTENTION**: Ms C Julius

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

**CLOSING DATE**: 07 September 2018

**POST 33/89**: **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (INTEGRATED SCHOOL HEALTH PROGRAM)**
Central Karoo District

**SALARY**: Grade 1: R241 908 per annum
Grade 2: R297 516 per annum
Grade 3: R362 559 per annum

(Plus a non-pensionable rural allowance of 12% of the basic salary).

**CENTRE**: Beaufort West PHC

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse (Receipt and evidence to practise). Experience: **Grade 1**: None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognized experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours and travel if necessary to meet operational requirements. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to work independently but also as part of a team. Experience of working with learners or youth and group facilitating skills.

**DUTIES**: Provide clinical screening school health services to learners with parental consent in schools (including special schools) and support the school health team and the teacher/Department of Education as part of the team within the school environment to ensure implementation of ISHP. Plan, participate, implement and evaluate Health Promotion and Prevention initiatives in the school learner community.
Conduct health education to the school community and monitor referrals/feedback of learners to the facility. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays and link with community structures working with youth. Collect data and submit reports.

ENQUIRIES
Ms A Jooste, Tel No: (023) 414-3590

APPLICATIONS
To the District Manager: Eden District, Private Bag X 6592, George, 6530.

FOR ATTENTION
Ms S Pienaar

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

CLOSING DATE
31 August 2018

POST 33/90
OCCUPATIONAL THERAPY TECHNICIAN GRADE 1
Chief Directorate: Metro Health Services

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

CENTRE
Metro TB Hospital Centre (DP Marais Hospital)

REQUIREMENTS
Minimum educational qualification: Appropriate qualification (with duration of at least 2 years) that allows for the registration as Occupational Therapy Technician with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the HPCSA as an Occupational Therapy Technician. Experience: Grade 1: None after obtaining an appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist Technician. Grade 2: A minimum of 10 years appropriate experience after obtaining an appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist Technician. 

DUTIES
Implementation of a planned Occupational Therapy Clinical Service at TB Metro Centre. Contribute to implementing Occupational Therapy assessments. Contribute to Training and Professional Development. Portray a positive image of the OT profession.

ENQUIRIES
Ms F Sedick, Tel No: (021) 508-7464

APPLICATIONS
The Chief Executive Officer: Metro TB Hospital Centre, Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.

FOR ATTENTION
DM Swartz

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

CLOSING DATE
07 September 2018

POST 33/91
ADMINISTRATION CLERK: INFORMATION MANAGEMENT
Central Karoo District

SALARY
R163 563 per annum

CENTRE
Beaufort West PHC

REQUIREMENTS
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Experience in Information Management in a health environment. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): A working knowledge of current computer software systems.
utilised by the Department of Health as well as computer literacy (MS Word, Excel and PowerPoint). Knowledge and experience in departmental systems, (i.e. Health Information Systems, Sinjani, TIER.net and Ideal Clinic). Training skills. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

: Responsible for data management, i.e. collection, collation, capturing and reporting. Perform an administrative role as a member of the information management team. Office administration with regards to filing processes, telephonic enquiries and letters. Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information coordinating activities and maintain data retrieval efficiency.

**ENQUIRIES**

: Ms B Goliath, Tel No: (023) 414-8200

**APPLICATIONS**

: To the District Manager: Eden District, Private Bag X 6592, George, 6530.

**FOR ATTENTION**

: Ms S Pienaar

**NOTE**

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

**CLOSING DATE**

: 07 September 2018

**POST 33/92**

: **ADMINISTRATION CLERK: SUPPORT**

Overberg District

**SALARY**

: R163 563 per annum

**CENTRE**

: Caledon Hospital, Theewaterskloof Sub-District

**REQUIREMENTS**

: Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administrative experience. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good planning and organisational skills, including office management. Ability to work independently as well as in a team. Computer literacy (Micro Office), typing proficiency and excellent writing skills. Maintain high confidentiality and professionalism.

**DUTIES**

: Provide a secretarial support service to the Manager in the Medical Services. Render administrative support service to the Manager: Medical Services. Keep abreast with relevant Public Service and Departmental prescripts, policies or procedures. Organise meetings, control agendas and record minutes. Type general correspondence and keep a filing system. General administration duties, typing of quarterly reports, complete monthly and quarterly statistics.

**ENQUIRIES**

: Dr MS Rambiyana, Tel No: (028) 212-1070

**APPLICATIONS**

: The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.

**FOR ATTENTION**

: Ms A Brits

**NOTE**

: No payment of any kind is required when applying for this post. Computer typing and language proficiency tests will form part of the selection process.

**CLOSING DATE**

: 07 September 2018

**POST 33/93**

: **HOUSEKEEPING SUPERVISOR**

West Coast District

**SALARY**

: R136 800 per annum

**CENTRE**

: West Coast TB Centre, (Stationed at ID Hospital, Malmesbury)

**REQUIREMENTS**

: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaner/housekeeping service experience. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and relief in other departments. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Supervisory skills and optimal utilisation of subordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards.

**DUTIES**

: Ensure a clean, hygienic and safe environment. Responsible for effective management of housekeeping services within the wards and laundry services. Maintenance of appliance and equipment. Render effective supervision. Render support to sister in charge, nursing and Foodservice staff.

**ENQUIRIES**

: Ms M Sedeman, Tel No: (022) 487-3294

**APPLICATIONS**

: To the District Director: West Coast District, Private Bag x 15, Malmesbury.

**FOR ATTENTION**

: Mr E Sass
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<th>POST 33/94</th>
<th>HOUSEHOLD AID</th>
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<tr>
<td>CENTRE: Eden District</td>
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<td>SALARY: R96 549 per annum</td>
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<td>REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a hospital environment. Inherent requirements of the job: Willingness to work shifts on weekends, public holidays, on day and night. Relief according to the needs of the service. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape.</td>
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<td>DUTIES: Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g. polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored.</td>
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<td>ENQUIRIES: Ms S Labuschagne, Tel No: (028) 551-1342</td>
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<td>APPLICATIONS: To the District Manager: Eden District Office, Private Bag X6592, George, 6530.</td>
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<td>FOR ATTENTION: Ms S Pienaar</td>
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<td>NOTE: No payment of any kind is required when applying for this post.</td>
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<td>REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a Health facility or Hospital environment. Inherent requirements for the job: Physically able to lift and move heavy objects and work on feet for a 12-hour shift. Ability to work shifts (weekends and public holidays). Ability to operate machinery and equipment. Competencies (knowledge and skills): Knowledge of infection control and safety procedures of a hospital or clinic environment. Good communication skills (read, speak and write) in at least two of the three languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.</td>
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<tr>
<td>DUTIES: Render an effective, efficient and safe hygienic and domestic service in Nursing Component. Contributes to effective management of domestic responsibilities and support to supervisors. Contributes to effective utilisation of apparatus and equipment. Support to foodservice and laundry services. Ensure that cleaning equipment, i.e. polisher, scrubbing machines, mops, brooms and buckets are cleaned after usage and securely stored. Assist with serving of meals and beverages to patients.</td>
<td></td>
</tr>
<tr>
<td>ENQUIRIES: Ms S Labuschagne, Tel No: (028) 551-1342</td>
<td></td>
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<tr>
<td>APPLICATIONS: To the Director, West Coast District Office, Private Bag X15, Malmesbury, 7299.</td>
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<tr>
<td>FOR ATTENTION: Mr E Sass</td>
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<tr>
<td>NOTE: No payment of any kind is required when applying for this post.</td>
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<tr>
<td>CLOSING DATE: 07 September 2018</td>
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<table>
<thead>
<tr>
<th>POST 33/96</th>
<th>PORTER</th>
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<tbody>
<tr>
<td>CENTRE: Rural Health Services</td>
<td></td>
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<tr>
<td>SALARY: R96 549 per annum</td>
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</tbody>
</table>
| REQUIREMENTS: Minimum requirement: Basic literacy and numeracy skills. Experience: Porter experience in a public health facility. Inherent requirements of the job: Willingness
to work shifts and over weekends and public holidays. Ability to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs, in/out of vehicles. Prepared to handle corpses. Prepared to work in all departments or wards in hospital. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**
Assist and accompany walking, sitting, non-walking or disabled patients and transport patients per wheelchair or trolley from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collecting medical and other documentation (patient files, report, etc) to or from wards or treatment areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace oxygen cylinders in wards or treatment areas and assist with shifting of medical equipment and report any defects. Take responsibility for the transportation of corpses form wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards or departments and transport blood and blood products to or from blood Bank to Paarl Hospital with GG transport.

**ENQUIRIES**
Ms GP Storm, Tel No: (021) 860-2844

**APPLICATIONS**
The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.

**FOR ATTENTION**
Mr RM Petersen

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

**CLOSING DATE**
07 September 2018

**POST 33/97**
TRADESMAN AID
Central Karoo District

**SALARY**
R96 549 per annum

**CENTRE**
Beaufort West Hospital

**REQUIREMENTS**
Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience within a health environment. Inherent requirements of the job: Must be prepared to work overtime. Capability to do strenuous physical labour. Valid (Code B/EB) driver’s licence. Perform relief duties where required. Competencies (knowledge/skills): Ability to optimally utilise allocated resources such as materials, tools and equipment. Knowledge of the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to communicate in at least two of the three official languages of the Western Cape

**DUTIES**
Complete and efficient execution of instructions which include amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations. Strict adherence to the Occupational Health and Safety Act. Assist Handymen and Artisans in the performance of their duties. Exercise control over tools, equipment and materials.

**ENQUIRIES**
Mr P Du Toit, Tel No: (023) 414-8222

**APPLICATIONS**
To the District Manager: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION**
Ms S Pienaar

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

**CLOSING DATE**
07 September 2018
OTHER POST

POST 33/98 : CHIEF ENGINEER: ENGINEERING SERVICES REF NO: HS 2018-34

SALARY : R991 281 per annum, Grade A - OSD as prescribed
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 4 year B-Eng / BSc-Eng degree (or equivalent qualification); Must be registered with ECSA as a Professional Engineer within six months after appointment as prescribed; A minimum of 6 years' post qualification experience required as a Registered Professional Engineer; A valid code B driving licence.
Recommendations: Extensive experience in Programme Management and Project Management; Financial Management experience; Extensive experience in providing Civil Engineering Service for the provision of Municipal Infrastructure Services.
Competencies: Knowledge of applicable policies, guidelines, designs' standards, best practices, procedures and legislation; National and provincial human settlements strategic goals, objectives, targets, activities, etc.; Engineering, legal and operational compliance; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Planning, organising and People Management skills; Strategic capability, leadership and managerial skills; Proven computer literacy; Analytical thinking skills; Ability to work effectively both as part of a team and independently.

DUTIES : Manage and implement a professional and technical engineering service to the Department and municipalities within the Western Cape which includes evaluating the following: Human Settlement development project application and planning design against engineering standards and National Housing Code and National funding programmes such as Human Settlement Development Grant and Urban Settlement Development Grant; Business plans, technical manuals for design of infrastructure, cost effective designs, standard drawings and procedures to incorporate innovative technologies into human settlement development projects; Manage the planning and implementation of Human Settlement Development projects undertaken by the Provincial Department of Human Settlements which includes the following: Plan and develop new housing and infrastructure projects to be implemented by the Provincial Department of Human Settlements; Oversee construction and on-going monitoring and evaluation of projects planned and implemented by the Provincial Department of Human Settlements; Governance which includes allocating, controlling, monitoring and reporting on all resources as well as compiling logs and managing significant risk according to sound risk management practice and organisational requirements; Financial Management will include the following: Provide input for the Strategic Plan for professional and project management services; Provide inputs, compile and implement operational plan, manage budgets, compile reports and cash flows, allocate and monitor expenditure; Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services.

ENQUIRIES : Ms R Tiry at (021) 483 4858

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
CLOSING DATE : 03 September 2018
NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the
The implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

**MANAGEMENT ECHELON**

**POST 33/99** : DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT  
**REF NO:** PT 2018-28

**SALARY** : All –inclusive salary package of R1 370 973 – R1 544 406 per annum (Level 15)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate Honours Degree (NQF 8); A minimum of 8 years’ relevant senior management experience; A valid Code 8 driver's license (or alternative mode of transport for people with disabilities); Registration as Chartered Accountant with the South African Institute for Chartered Accountants will be an added advantage. Recommendations: Advanced knowledge of and relevant experience in accounting, supply chain, asset and financial systems management, preferential procurement/ BBEEE, strategic sourcing, internal financial control processes, research and reporting on financial matters. Competencies: Demonstrate expertise and experience of the following: People and Financial Management; Financial norms and standards; Supply and Asset management; and Financial management systems; Strategic Management and Leadership; Building Partnerships; and Ability to communicate with a wide variety of external and internal clients.  
**DUTIES** : Strategic, Human Resource and Financial Management of the branch: Governance and Asset Management; Deliver the provincial accountant general function, implement, communicate and report on optimal financial and management standards, norms and practices and perform or arrange assessments and reports on these; Provide for the implementation, management and oversight of financial management systems and the transition to new or replacement systems; Provide policy direction and facilitate the effective and efficient management of supply chain and asset management practices within both the provincial and local government environment; Stay abreast of the development of the best practices in the financial governance and accounting environment leading to the delivery of internationally bench-marked financial governance standards.  
**ENQUIRIES** : Dr. IH Meyer (021 483 9805)

**OTHER POSTS**

**POST 33/100** : MANAGER: NORMATIVE COMPLIANCE MANAGEMENT  
**REF NO:** PT 2018-30

**SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree qualification; A minimum of 3 years’ junior management experience in a financial legislative; A valid code B driving licence. Recommendations: Project Management; Financial Governance norms and standards; Municipal Finance Management Act; National Treasury regulations, Provincial Treasury Directives etc; Administrative procedures relating to specific working environment including norms and standards. Competencies: Problem Solving and Decision Making; Interpersonal skills; Applied strategic thinking; Diversity Management; Team leadership; Good Communication (written and verbal) skills in at least two of the three official languages of the Western Cape Government.  
**DUTIES** : Research, develop and issue financial governance norms and standards; Monitor and report on financial management norms and standards; Drive and coordinate an integrated, collaborative municipal Governance improvement programme for Western Cape Government; Manage the identification and implementation of financial management support, capacity building and training to municipalities; Project Management of financial governance related projects; Human Resource Management of component.
ENQUIRIES : M Van Niekerk at (021) 483 6695

POST 33/101 : ELECTRONIC INFORMATION MANAGER: DATA COLLATING AND TECHNICAL EDITING: REF NO: PT 2018-34

SALARY : R356 289 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma with a minimum of 3 years’ appropriate experience in technical editing, formatting of various publications, advanced/complex level typing and information management as well as supervision of staff. Recommendations: Willingness to work irregular hours; Proven exposure / experience in project management; Grade 12 Computer Application Technology as a passed subject; A valid Code EB driving licence to be obtained within 24 months of appointment; Aptitude for numbers, good cognitive skills and attention to detail; Computer literacy; Detailed knowledge of the operation/ utilisation of specific computer software packages (MS Word, Excel, PowerPoint) and efficient utilisation of the hardware and software. Competencies: Specialist knowledge in Information and Data Management; Ability to work independently, as part of a team and with diverse people; Aptitude for numbers; Good cognitive skills; Attention to detail; Accuracy; Specialist knowledge; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy.

DUTIES : Editing of technical and financial content in English, formatting of reports and publications; Consolidation of information received from various role players for reports and publications through process/workflow mapping and management; Develop the frameworks of reports/publications, communicate the formats to authors and manage the collection and consolidation of these reports/publications; Management of a central repository and the integration of data sets and documents; Conversion and/or design of documents/publications in Acrobat or In-design, in line with corporate identity guidelines and ensure approval of final publications and submit to printers; Financial and Human Resource Management of component.

ENQUIRIES : Ms T Bosser at (021) 483 6422

POST 33/102 : LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE - GROUP 1, REF NO: PT 2018-32 (X2 POSTS)

SALARY : R356 289 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate B-Degree in Accounting/ Internal Auditing/ Finance or Economics; A minimum of 3 years’ experience in a finance department; A valid code B driving licence. Recommendations: A financial background specifically in Local Government; Knowledge of budget process and procedures; Knowledge of financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Experience in budget analysis and co-ordination; Experience in a finance department in Public Sector would be an advantage. Competencies: Attention to detail and good interpretation of numbers; Good report writing skills; Strategic planning skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and Outlook); Ability to work under pressure and meet deadlines.

DUTIES : Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide Technical assistance and research to Municipalities; Facilitate training and other support to Municipalities; Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits.

ENQUIRIES : Mr E Johannes at (021) 483 4229
DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 03 September 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 33/103 : ADMINISTRATIVE OFFICER: ADMINISTRATION REF NO: DSD 2018-89

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-degree (or higher qualification) with a minimum of 1 years’ relevant experience. Recommendations: Supervision of staff. Competencies: Knowledge of the following: Relevant legislation governing the facility’s administration and financial processes; Proven computer literacy; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Financial and administration skills; Planning and organising skills.
DUTIES : Provide effective office administration and management support services to the components in the facility; Assist and provide budget support of the facility; Monitor and administer the assets for the facility; Support the facility with strategic matters.
ENQUIRIES : Ms L Goosen at (021) 202 9251
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 33/104 : SOCIAL WORKER: BONNYTOWN PROFESSIONAL SERVICES REF NO: DSD 2018-97

SALARY : Grade 1: R226 686 – R262 785 per annum
Grade 2: R278 784 – R323 178 per annum
Grade 3: R339 322 – R384 717 per annum
Grade 4: R419 784 – R516 279 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: Valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors.
DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and
communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; produce and maintain records of social work interventions, processes and outcomes; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job; Co-ordination of special programmes within the region.

ENQUIRIES: Mr WJ Du Toit at (021) 826 6059
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 33/105: SOCIAL WORKER: VREDELUS PROFESSIONAL SERVICES REF NO: DSD 2018-95

SALARY: Grade 1: R226 686 – R262 785 per annum
Grade 2: R278 784 – R323 178 per annum
Grade 3: R341 322 – R395 685 per annum
Grade 4: R419 784 – R516 279 per annum (OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; produce and maintain records of social work interventions, processes and outcomes; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields;
Perform all administrative functions required of the job; Co-ordination of special programmes within the region.

ENQUIRIES : Mr WJ Du Toit at (021) 826 6059
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 33/106 : SOCIAL WORKER: SOCIAL WELFARE PROGRAMME IMPLEMENTATION AND COORDINATION REF NO: DSD 2018-92

SALARY : Grade 1: R226 686 – R262 785 per annum
          Grade 2: R278 784 – R323 178 per annum
          Grade 3: R341 322 – R395 685 per annum
          Grade 4: R419 784 – R516 279 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; produce and maintain records of social work interventions, processes and outcomes; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job; Co-ordination of special programmes within the region.

ENQUIRIES : Mr D Smith at (021) 483 7678
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 33/107 : ADMINISTRATION CLERK: LOGISTICAL SERVICES, CAPE WINELANDS/OVERBERG, REF NO: DSD 2018-91

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Experience in maintaining and capturing information and transactions on the
following systems: LOGIS, BAS, IPS, Trade World and CSD (Central Supplier Database). Competencies: A good understanding of the following: Legislative framework, policies and prescripts guiding supply chain management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Administration, planning and organising skills.

**DUTIES**
- Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Rendering of provisioning administration function in relation to rendering stores and issuing and recording of goods; Provide assistance with determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods; Registration of suppliers for electronic funds, transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories i.r.o stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with relevant legislation.

**ENQUIRIES**

Mr A Mercuur at (021) 348 5300

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

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**POST 33/108**

**DRIVER WITH SECONDARY FUNCTIONS: CAPE WINELANDS/OVERBERG; LOGISTICAL SERVICES**

**REF NO:** DSD 2018-90

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

**CENTRE**
Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**
Grade 10 (Junior certificate or equivalent) with a minimum of 7 months relevant experience; A valid code B driving licence with a professional drivers permit (PDP). Recommendations: Working knowledge and experience in messenger services/registry. Competencies: A good understanding of the following: Procedures to perform messenger functions and routine office support functions; Procedures to ensure that the motor vehicle is maintained properly; Communication skills in at least two of the official languages of the Western Cape; Interpersonal relations and team work skills; Ability to perform routine tasks as required.

**DUTIES**
- Perform general driver duties; Maintain the official vehicle being utilised and ensure that it is clean and serviced; Transport officials and passengers to and from designated destinations; Deliver an effective and efficient messenger service to the component; Assist with registry procedures; Perform administrative and related functions.

**ENQUIRIES**

Mr A Mercuur at (023) 348 5300

**APPLICATIONS**

If you want to hand deliver the application, please use the following address:
Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

**NOTE**
To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum). The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.

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DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

**CLOSING DATE**
03 September 2018

**NOTE**
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical
support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

**POST 33/109**

**ASSISTANT DIRECTOR: BUDGET REVENUE AND EXPENDITURE REF NO:** TPW 2018-190

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year B-degree (or higher qualification); A minimum of 3 years’ appropriate experience in Financial Management or Financial Accounting. Recommendations: Advanced Excel and database development experience; Ability to interpret, apply and adhere to strict financial and legal deadlines/timeframes and concepts; A valid code B driving licence. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices; Budget Management, compilation and reporting; Interpret applicable policies, legislation, guidelines, standards, procedures and best practices; BAS and Persal Systems; Application of technology; Analytical and critical thinking skills; Financial management and cost accounting skills; Good interpersonal skills; Adaptability; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing and formulations skills.

**DUTIES**

Responsible budget planning for the department; Responsible for budget preparation for the department; Analysis of expenditure and revenue trends against departmental performance; Development and maintenance of databases and templates; Preparation of information for the Medium Term Expenditure Committee, the legislature, the Auditor-General and other line functionaries.

**ENQUIRIES**

Ms M Nicholas at (021) 483 4896

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

**POST 33/110**

**ARCHITECTURAL TECHNOLOGIST (PRODUCTION): TECHNICAL SERVICE (GEORGE) REF NO:** TPW 2018-171

**SALARY**

Grade A: R344 271 – R371 130 per annum
Grade B: R391 854 – R422 139 per annum
Grade C: R448 035 – R527 772 per annum (OSD as prescribed).

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession (SACAP); Completion of the candidacy period or a minimum of three years’ experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist within 6 months after appointment (Persons not yet registered as professionals must attach proof of actual registration and or payment of registration and application fees); A valid code B driving licence. Recommendations: Experience in architectural planning, producing construction documentation and administration of JBCC 2000 PBA (and NEC3 ECC) contracts; Experience in using Autodesk; AutoCAD, MS Excel, MS Word, MS Excel, MS Project; Experience in using Autodesk Revit and Sketchup; Experience in legal compliance with various acts including the Occupational Health and Safety Act, National Building Regulations and its implementation via the South African National Standards. Competencies: Knowledge and experience in the following: Making models or 3D representations; Measuring-up and producing as-built documentation; Project Management; Financial Management; Proven computer literacy; Leadership, organisation and teamwork skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Conflict Management skills.

**DUTIES**

To undertake project management including planning, documentation and supervision; On written instruction from supervisor assist professional and
technical staff in Chief Directorate General Infrastructure by compiling project
documentation and assisting with supply chain processes and project
management; Maintaining up to date as-built documentation of completed projects
as well as maintaining up to date building layouts and technical documentation;
Research and professional development.

ENQUIRIES : Mr A Davis at (044) 805 5700
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your
application online only: https://westerncapegov.erecruit.co

POST 33/111 : PERSONAL ASSISTANT: OPERATING LICENCE ADJUDICATION, REF NO: TPW 2018-188

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years’ relevant experience in office administration and rendering support services to Senior Management. A valid code B driving licence. Recommendations: Willingness to work irregular hours; Experience in a financial environment; Experience in the following: Assist with monitoring and compliance of transport institutions and their members; Engage with stakeholders/role-players in the public transport industry. Competencies: Good interpersonal and decision-making skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Ability to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Attention to detail; Planning and organising skills.

DUTIES : Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services which includes procurement; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr M Skriker at (021) 483 0258
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your
application online only: https://westerncapegov.erecruit.co

POST 33/112 : PROVISIONING CLERK: LOGISTICS REF NO: TPW 2018-155 (X3 POSTS)

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent) with a minimum of 6 months relevant experience. Recommendations: Working experience in various SCM databases. Accounting experience. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); Supply Chain Management; A guide to Accounting Officers and Authorities; Proven computer literacy; Administration skills; Planning and organising skills; Interpersonal skills; Basic numeracy skills; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape.

DUTIES : Utilise various databases effectively for the pre-qualification of provisioning functions; Support services functions will entail: Processing of payments; Accurate capturing of invoices; Report all transactions and payments not made within 30 days; Supplier vetting; Liaising with suppliers in terms of goods and services; IPS filing system; Warehouse Management; Assist with monthly and annual stock takes; Working on an electronic purchasing system.

ENQUIRIES : Mr L Thomas at (021) 483 5337
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your
application online only: https://westerncapegov.erecruit.co

POST 33/113 : CLEANER: GENERAL ADMINISTRATION, REF NO: TPW 2018-189

SALARY : R96 549 per annum (Level 02)
CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Basic literacy and numeracy (ABET Level 2 Grade 5). Recommendations: Proven general cleaning and maintenance experience; Must be physically fit and able to operate relevant machinery; Must be able to lift and move machinery, equipment and furniture. Competencies: Communication skills in at least two of the three official languages of the Western Cape; Interpersonal skills; Planning and organising skills.

DUTIES: Daily cleaning and maintenance of facilities; Maintenance of the kitchen; Keep and maintain cleaning materials and equipment; Report broken cleaning machines and equipment; Requesting cleaning materials; Clean machines and equipment after use.

ENQUIRIES: Mr J Baugaard at (021) 983 1523

APPLICATIONS: If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum). The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.