PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 35 OF 2018
DATE ISSUED: 31 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: FREE STATE: PROVINCIAL TRESURY: kindly note that the post of Assistant Director: Finance and Budget Control advertised in vacancy circular 34 dated 24 August 2018 has been withdrawn.
# INDEX
## NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENTS</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVERNMENT PENSIONS ADMINISTRATION AGENCY</td>
<td>A</td>
<td>03 - 04</td>
</tr>
<tr>
<td>GOVERNMENT PRINTING WORKS</td>
<td>B</td>
<td>05 - 07</td>
</tr>
<tr>
<td>HIGHER EDUCATION AND TRAINING</td>
<td>C</td>
<td>08 - 44</td>
</tr>
<tr>
<td>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</td>
<td>D</td>
<td>45</td>
</tr>
<tr>
<td>MINERAL RESOURCES</td>
<td>E</td>
<td>46 - 50</td>
</tr>
<tr>
<td>NATIONAL TREASURY</td>
<td>F</td>
<td>51</td>
</tr>
<tr>
<td>PLANNING MONITORING AND EVALUATION</td>
<td>G</td>
<td>52 - 53</td>
</tr>
<tr>
<td>PUBLIC ENTREPRISES</td>
<td>H</td>
<td>54 - 58</td>
</tr>
<tr>
<td>PUBLIC SERVICE AND ADMINISTRATION</td>
<td>I</td>
<td>59 - 60</td>
</tr>
<tr>
<td>RURAL DEVELOPMENT AND LAND REFORM</td>
<td>J</td>
<td>61 - 65</td>
</tr>
<tr>
<td>WATER AND SANITATION</td>
<td>K</td>
<td>66 - 70</td>
</tr>
<tr>
<td>WOMEN</td>
<td>L</td>
<td>71 - 72</td>
</tr>
<tr>
<td>THE PRESIDENCY</td>
<td>M</td>
<td>73</td>
</tr>
</tbody>
</table>

## PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>PROVINCIAL ADMINISTRATION</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREE STATE</td>
<td>N</td>
<td>74 - 77</td>
</tr>
<tr>
<td>GAUTENG</td>
<td>O</td>
<td>78 - 107</td>
</tr>
<tr>
<td>KWAZULU NATAL</td>
<td>P</td>
<td>108 - 122</td>
</tr>
<tr>
<td>LIMPOPO</td>
<td>Q</td>
<td>123</td>
</tr>
<tr>
<td>NORTH WEST</td>
<td>R</td>
<td>124 - 126</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>S</td>
<td>127 - 143</td>
</tr>
</tbody>
</table>
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

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

FOR ATTENTION: Ms Felicia Mahlaba – Recruitment

CLOSING DATE: 17 September 2018, 12H00 No late applications will be considered.

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

OTHER POST

POST 35/01: BUSINESS CONTINUITY SPECIALIST REF NO: (BCS/SP/2018/08 – 1CRA)
12 month contract

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

CENTRE: Pretoria Office

REQUIREMENTS: A 3 Year Degree/National diploma or equivalent three year qualification (NQF6/360 credits). A Certification CBCI/ AMBCI or ISO 22310 Lead Implementer will be mandatory. Six years’ experience in business continuity management with a track record of Business Impact analysis and Disaster recovery site testing. Ideal: Six years’ experience with current regularity environment on BCP. Knowledge of: ICT Infrastructure for Disaster recovery. Call Centre Architecture and Functionality.
Knowledge of Business Applications support services. Facilities Management.
Knowledge of Business Applications fit on business continuity requirements with a
specific focus on security and disaster recovery. Business Impact Analysis.
Strategy. Crisis Management. Media management. ISO 22301/Plan Do Act
Health and Safety Act. High level communication skills. Programme and Project
management. Strategic decision making. Leadership. Collaboration. Ability to work
under immense pressure. Designing of resilient systems. Ability to work alone and
in a team. Risk Management. Initiative. Emotional intelligence. Ability to see the
big picture. Demonstrate commitment to work long hours. Structured approach.

DUTIES:
The purpose of the Business Continuity Specialist is to develop, maintain and
manage the business continuity program and lifecycle in GPAA. Determine and
develop a business continuity plan and implementation strategy. Assist the
department in enhancing, formalizing and standardising the business continuity
planning process by identifying and selecting BC strategies per business unit.
Determining and select tactical responses from the available options. Consolidate
resource levels at DR centres. Recommend recovery strategies and options and
assist with the implementation of recovery solutions. Coordinate development of
business unit schedules for annual business continuity documentation
maintenance and update, exercises and independent review and validation.
Develop an incident management plan and support structure (strategies, tactical,
operational). Execute the plans. Maintain and review the BC plan. Audit
management. Incident Management: Record and manage GPAA continuity
Facilitate BCM Programme Management: Assign responsibilities to stakeholders.
Implement BCM in GPAA. Project and sub project planning, scoping and
management. Analyse critical business process and report on implications on
business program. Conduct presentations and BCM awareness Workshops.
Present feedback and monthly reports at BC committee meetings. Liaise with
internal audit on BC matters concerning audits done at business units. Participate
in business unit and development planning meetings and activities. Facilitate
timely identification, escalation, resolution and follow-up for all outstanding issues.
Business Continuity Committees: Secretariat for the BC Committees. Member of
the Business recovery committee. Member of the Systems recovery committee.
Member of the SHERQ committee.

Develop and maintain a corporate wide business continuity program: Design the process for the organisational analysis.
Develop the GPAA BCM programme scope taking assumptions and BCP concepts
into account. Liaise and give feedback to the business continuity committee. Liaise
with business units regarding the identification of the own BC plans. Work closely
with ICT to develop/maintain disaster recovery plan for critical systems and
applications. Evaluate threats through risk management. Ensure that internal
recovery sites are updated functioning properly linked to recovery point and
recovery time objectives. Develop and maintain the business continuity corporate
website. Coordinate business continuity plan exercise. Report the business
continuity status of business units to senior management. Develop and maintain
BCM documentation and filling system according to national archives template.

ENQUIRIES:
Ms Felicia Mahlaba Tel No: 012 319 1455

NOTE:
A contract position of Business Continuity Specialist is currently available at the
Government Pensions Administration Agency. This position will be filled on a 12
months contract.
APPLICATIONS: All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria 0001

FOR ATTENTION: Ms. M. Mbokane, Human Resources, Tel No: 012 748 6271

CLOSING DATE: 17 September 2018

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. The Government Printing Works reserves the right to fill or not fill the above-mentioned posts. General information: Short-listed candidates must be available for interviews at a date and time determine by the Government Printing Works. Successful candidates will be subjected to security vetting and financial disclosure requirements and may be subjected to competency assessment (compulsory in senior management positions). GPW is committed to equality, employment equity and diversity. In accordance with the employment equity goals and targets, preference may be given, but not limited to, candidates from underrepresented designated groups. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 35/02: DIRECTOR: ICT OPERATIONS REF NO: (GPW18/58)

SALARY: An all-inclusive remuneration package of R1 005 063 per annum. The package includes a basic salary (70% of package), the State's contribution to the Government Employees Pension Fund (13 of basic salary) and a flexible portion that may be structured in terms of specific guidelines.

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor's degree or equivalent NQF Level 7 qualification in Information Technology / Information Management or relevant field and Cobit implementation, TOGAF, ICDL (International Computer Driving Licence), A+ and N+ certifications plus at least 5 years' experience at middle / senior management level, 3 – 5 years' experience in an Enterprise or Technology architecture environment is required. Sound knowledge of strategic management, Sound knowledge of Information Technology systems and processes, Working experience managing Networks, Sound knowledge of Microsoft environment especially in supporting ERP systems, Sound knowledge in managing VMWare virtualised environments, Sound knowledge of business continuity management, Sound Knowledge of the E government strategy and roadmap, Interactive communication, Problem solving and Analytical thinking, Achievement orientation, Planning and Organizing, Proven Project Management competency, Strategic thinking.

DUTIES: Ensure operational efficiency and improvement of IT Governance in the Department, Effectively plan, manage, assign and coordinate the day-to-day tasks and activities of the ICT Operations team inclusive of processes, procedures, risk management and financial governance, Ensure the integrity and smooth operation of all GPW ICT infrastructures, systems and applications, Ensure Backup and Disaster Recovery systems are adequate, in place and operational, Engage with GPW's project groups, and other key business stakeholders to ensure ICT services are provisioned to meet business needs, Ensure periodic review and audits are performed across all key ICT operational infrastructures and systems,
Perform procurement activities in support of general ICT operations, Take responsibility and accountability for the complete management of projects and tasks, including planning, scheduling and implementation, within allocated budgets and quality controls, Plan and deploy information security mechanisms and ensure compliance with relevant regulatory frameworks and authorities through researching, developing and implementing information security policies, Manage the development of Enterprise Architecture domain to ensure that GPW institutes and sustains a holistic and integrated view of technology standards and solutions, Create an enabling environment for line and support functions to perform their functions more effectively and efficiently, Ensure confidentiality and reliability of proprietary information and intellectual property, Oversee identified deficiencies for IT policies, standards and best practices to ensure that architectural criteria and practices continue to meet the strategic needs of the Department, Develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization, Develop and implement governance processes, frameworks and procedures within the Directorate in compliance with GITO requirements, Render advice to senior management on relevant technology trends and their applicability to business enhancement, Oversee the management of business agreements (BAS) and Service Level Agreement (SLA) of suppliers of information management and Information Technology goods and services, Contribute to the business strategy formulation processes.

ENQUIRIES:
Mr A Apleni Tel No: (012) 748-6090

OTHER POSTS

POST 35/03: CHIEF ARTISAN: GRADE A (LITHOGRAPHY PRESS CAPTAIN) REF NO: (GPW18/59)

SALARY: R365 646 per annum
CENTRE: Pretoria
REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship in sheet-fed machine minding, At least 10 years’ post-apprenticeship experience on operating printing equipment of which 5 years must have been in operating multi-colour computerised sheet-fed machines, 2-3 years’ proven supervisory experience, Computer literacy, Problem-solving skills, Good interpersonal skills, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES: Manage the Sheet-fed / lithography printing unit, Ensure that the printing equipment is effectively and efficiently utilised, Meet and achieve the applicable standard production targets, Maintain high-quality control of products produced, Prepare daily/weekly/monthly production reports, oversee and monitor the training programmes in the division, Ensure the adherence to Occupational Health and Safety regulations and policies, Conduct performance appraisal of personnel, Ensure the adherence to Occupational Health and Safety regulations and policies.

ENQUIRIES: Mr T Khumalo, Tel No: (012) 748 –6329

POST 35/04: ADMINISTRATION CLERKS: INTERNAL AUDIT REF NO: (GPW18/60)

SALARY: R163 563 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: Grade 12 or equivalent qualification with 1-2 relevant working experience, Good understanding of office administration, Good interpersonal and communication skills, Basic knowledge of administrative procedures and records management procedures, Good telephone etiquette, Ability to communicate well at different levels within the organisation, Good communication, writing, problem solving, planning and interpersonal skills, The ability to work in a professional manner, The ability to work under pressure.

DUTIES: Provide secretarial support to the Director: Internal Audit and Audit Committee, Handle telephone calls and messages, Manage the Director’s diary, General typing of divisional documents, Collect and redistribute mail, Arrange meetings and events for the unit, Record minutes of all meetings, Administer leave register, training plans, timesheets and telephone accounts, Handle all incoming and
outgoing mails and arrangements, Procure stationery, refreshments and other related standard items, Attend to enquiries.

ENQUIRES : Ms C Shibambo Tel No: (012) 748 – 6082

POST 35/05 : STORES ASSISTANT REF NO: (GPW 18/61)

SALARY : R136 800 per annum (Level 04)
CENTRE : Polokwane
REQUIREMENTS : Grade 12 or equivalent qualification, 1 years’ experience in a warehouse environment, Numerical proficient, Good verbal communication as well as good interpersonal skills, Valid forklift driver’s license.
DUTIES : Off-load supplier’s trucks, Forklift driving, Receiving of inventory, Packing received stock in the allocated space, Picking stock for customer allocation, Deliver customer allocated stock to dispatch area timeously, Assist co-workers in all other general duties, Keep working environment clean, Adhere to Occupational Health and Safety requirements, Need to work overtime when necessary and when required.

ENQUIRIES : Mr J Nare Tel No: 012 748-6155
ANNEXURE C

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(UMFOLOZI TVET COLLEGE; GOLDFIELDS TVET COLLEGE AND SOUTH CAPE TVET COLLEGE)

APPLICATIONS : Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom 9459
FOR ATTENTION : The Principal, Mr FS Mahlangu
CLOSING DATE : 21 September 2018 at 12:30
NOTE : A fully completed Z83 form, signed and dated should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

ERRATUM: UMFOLOZI TVET COLLEGE: kindly note that the post of Education Specialist ERD and Civil NC (V) Engineering with Ref No: 2018/040 advertised in vacancy circular 32 dated 10 August 2018; Requirements: A relevant recognised fitter artisan qualification. N3 qualification inclusive of two languages or Matric/Grade 12 or relevant NQF L4 qualification. 3 years’ trade related industry experience post trade. Very good knowledge of subject area and work-related applications. Very good knowledge of subject area and work related applications. Good record keeping and administrative skills. Computer proficiency in MS Office Suite. Advantageous: Registered Assessor/Moderator. 3 years’ teaching/training and/or 5 years’ industry experience” should have read as follows: “Requirements: An appropriate recognised Bachelor’s Degree or National Diploma (REQV 13). A recognised professional qualification in education. Three years teaching experience in a TVET College or similar environment. Registration with SACE. Valid drivers’ license. Been found competent as Assessor and Moderator. Very good knowledge of subject area and work related applications. Good record and administrative skills. Computer literacy (attach evidence) and please also note that the closing date has been extended to 20 September 2018.

OTHER POSTS

POST 35/06 : ASSISTANT DIRECTOR – CURRICULUM DEVELOPMENT AND INTERNAL ASSESSMENTS REF NO: GTVETC 14/01/2018
SALARY : R444 693 – R523 818 per annum (Level 10)
CENTRE : Central Office
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4. A recognised 3-year Degree/Diploma in Business or Engineering studies, which must include teaching qualification. At least 7 years lecturing experience and 5 years supervisory experience in the management of curriculum, preferably in a TVET College. Trained as an Assessor and Moderation. Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning such as NDP, CETA, Act, Employment Equity Act, Labour Relations Act, NSDS III, SAQA. Ability to handle pressure and meet deadlines. Strong leadership,
communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver’s license is essential as traveling and extended working hours may be required.

**DUTIES**

Manage and supervise implementation of programmes as prioritized by the Department of Higher Education and Training. Monitoring and evaluation of college programme offering in line with college Teaching and Learning plan. Ensure Quality Assurance of Learning Programmes. Provide advice to Academic Managers on student and Curriculum matters. Manage External and Internal Assessments of college programme. Provide support in the planning of educator work allocation, Assist Campus Manager with compilation of the timetable in line with College Teaching and Learning plan. Co-ordinate the procurement of the programme’s training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Provide support in the creation of conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, other programme managers and Student Support Officers in providing support interventions programme to students.

**ENQUIRIES**

Mr MG Pheko – Assistant Director: HRM Tel No: 057 910 6000

**POST 35/07**

SENIOR EDUCATION SPECIALIST – HEAD OF DEPARTMENT (REF NO: CS 01/2018)

(Persal Appointment)

**SALARY**

R391 677 per annum (PL3)

**CENTRE**

Oudtshoorn Campus

**REQUIREMENTS**

Matric plus a minimum 3 year accredited Degree/Diploma in the study field: Safety in Society/Tourism/Hospitality/Business Studies, including a professional qualification as an educator and Registration with SACE, Computer Literacy (MS Office) A valid code 08 driver’s license. A minimum of 5 years relevant teaching experience. Managerial, Leadership and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Good interpersonal skills. Excellent report writing and communication skills Statistical analysis and interpretation of student data. Complete annual surveys Knowledge and experience of external examination and internal assessment. Sound knowledge and experience of the National Certificate Vocational (NCV), Report 191 Business and General Studies and Occupational programmes Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

Management, teaching and coordination of all listed programmes. Overall curriculum management, assessment, moderation and administration. Provide lecturer and curriculum delivery support. Ensure a supportive teaching and learning environment. Academic and administrative support of all academic programmes and administer national DHET internal assessments and external examinations. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer work-based experience (WBE). Responsible for student work integrated learning (WIL).Adherence to the implementation of all college policies and quality management system. Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO.

**ENQUIRIES**

Ms T La Fleur Tel No: (044-2722110)

**APPLICATIONS**

Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**

Mr M Gcuwa

**NOTE**

A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with
academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE : 14 September 2018 at 16:00

POST 35/08 : SENIOR EDUCATION SPECIALIST - DEPUTY CAMPUS HEAD ADMINISTRATION REF NO: CS 02/2018 (Persal Appointment)

SALARY : R391 677 per annum (PL3)
CENTRE : Oudtshoorn Campus

DUTIES : Management and co-ordination of student academic, assessment and examinations administrative functions in accordance with DHET, UMALUSI and QCTO requirements. Co-responsible for the general support service functions e.g. facilities, assets, maintenance, finances and human resource management. Tuition of subjects linked to one of the mentioned study fields under qualifications and provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Academic and administrative support of all academic programmes and administer internal assessments and national DHET external examinations. Ensure compliance with of all College policies, quality management system and DHET, UMALUSI and QCTO system. Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO.

ENQUIRIES : Ms T La Fleur Tel No: (044-2722110)
APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
FOR ATTENTION : Mr M Gcuwa

NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

South Cape TVET College invites suitable candidates to apply for the following permanent posts.

NB: An academic record must be attached with your application for this position.

CLOSING DATE : 14 September 2018 at 16:00

POST 35/09 : PROJECT MANAGER: COLLEGE CAPITAL AND EFFICIENCY GRANT REF NO: GTVETC 15/01/2018 (3 year contract)

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

CENTRE : Central Office

REQUIREMENTS : An appropriate bachelor’s degree/ National Diploma (NQF level 6/7) or equivalent qualification specialising in construction. At least 3 years in managing construction projects. A post graduate qualification in Project management will be an added advantage. Position requires as individual with a conceptual understanding of the rules and standards governing project administration and management and to ensure that the requirements for each project are spelt out by the job packaging/statutory requirements. Further requirements are risk management experience in project management. Good communication, written and spoken skills. Proficiency analyzing and solving problems related to projects. Outstanding human relations, skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan. Strong ability to give attention to details as well as tested organizational skills. Strong knowledge and expertise in using modern information and communication technologies to projects. Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAEMS etc). Knowledge of procurement processes. A driver’s license is a prerequisite.

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

ENQUIRIES
APPLICATIONS
Mr MG Pheko – Assistant Director: HRM Tel No: 057 910 6000
Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom 9459

FOR ATTENTION
The Principal, Mr FS Mahlangu

NOTE
A fully completed Z83 form, signed and dated should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE
21 September 2018 at 12:30

POST 35/10
SENIOR EDUCATION SPECIALIST – TOSA CAMPUS REF NO: GTVETC 10/01/2018
Re- Advertised

SALARY
R356 289 per annum (Level 09)

CENTRE
Tosa Campus

REQUIREMENTS
A National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognised and an appropriate recognised 3 years Bachelor's Degree or Diploma in Engineering Studies (REQV13) and a Teaching qualification plus 3 years management experience in a field of Engineering Studies. (Trade certificate will serve as an advantage). Trained as Assessor and Moderator. Teaching experience in the TVET College will serve as recommendation. Extensive knowledge of policies governing academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. Advanced computer skills (MS Word, MS Excel and PowerPoint). Registration with SACE. Knowledge and understanding of Report 191 and NCV Programmes. Excellent communication skills, ability to work independently. Willing to travel to attend meetings and trainings. A valid driver's licence is essential, as traveling and extended working hours will be required.

DUTIES
Manage registration of students and student induction procedure in co-operation with other line managers. Planning of educator work allocation, Assisting Campus Manager with compilation of the timetable in line with College Teaching and Learning plan. Co-ordinate the procurement of the programme’s training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of
students. Liaise with the Lectures, other programme managers and Student Support Officers in providing support interventions programme to students. Manage and facilitate of Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL). Management of Labour relations Matters. Management of performance appraisal of educators (IQMS) including annual revision of job descriptions.

ENQUIRIES: Mr MG Pheko – Assistant Director: HRM Tel No: 057 910 6000
APPLICATIONS: Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom 9459
FOR ATTENTION: The Principal, Mr FS Mahlangu
NOTE: A fully completed Z83 form, signed and dated should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE: 21 September 2018 at 12:30
POST 35/11: PROJECT MANAGER: INFRASTRUCTURE AND MAINTAINANCE (REF NO: PS01/2018)
(3 year College Council Contract)
SALARY: R356 289 – per annum plus 37% benefits
CENTRE: Central Office

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

ENQUIRIES: Mr M Gcuwa Tel No: (044 – 884 0359)
APPLICATIONS: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION: Mr M Gcuwa

NOTE: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE: 14 September 2018 at 16:00

POST 35/12: PROJECT MANAGER: CENTRE OF SPECIALISATION BRICKLAYER (REF NO: PS03/2018) (2 year College Council Contract)

SALARY: R356 289 – per annum plus 37% benefits

CENTRE: Central Office

REQUIREMENTS: An Appropriate accredited 3 year Degree/ Diploma in Engineering and Trade Test Certificate in Bricklaying, with a minimum of 3 years relevant work experience. Computer Literacy (MS Office experience). A valid code 08 driver’s license. Knowledge of Bricklaying facilitation, Qualified Assessor and Moderator, Energetic and dedicated to Learner success, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES: Manage, co-ordinate and facilitate when necessary the implementation of Occupational programmes (Apprenticeships, Learnerships and Skills programmes) across delivery sites of the Southern Cape & Klein Karoo area as required, with an emphasis on the Mossel Bay Bricklaying Centre of Excellence. Provide subject/practice related guidance to facilitators and ensure quality delivery of teaching and learning as well as workshop practice. Strict adherence to College / SETA/OCTO/NAMB evaluation processes, policies and procedures. Must be prepared to work under pressure. Must be prepared to work after hours when necessary. Need to work very closely with Facilitators (coaching and mentoring). Oversee workplace assessment as and when required. Liaise with Business and Industry. Initiate new projects, prepare budgets, monitor costs and project manage work assignments with a focus on efficiency, effectiveness and economical outputs.

ENQUIRIES: Mr H Cronje Tel No: (044 – 884 0359)

APPLICATIONS: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION: Mr M Gcuwa
NOTE: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE: 14 September 2018 at 16:00

POST 35/13: EDUCATION SPECIALIST: PRIMARY AGRICULTURE REF NO: 2017/010

Re-advertisement (Applicants who had previously applied, are welcome to re-apply)

SALARY: R328 953 per annum plus benefits as applicable in the Public Sector

CENTRE: Eshowe Campus

REQUIREMENTS: An appropriate recognised Bachelor's Degree or National Diploma (REQV 13). A recognised professional qualification in education. Three years teaching experience in a TVET College or similar environment. Registration with SACE. Valid drivers’ license. Been found competent as Assessor and Moderator. Very good knowledge of subject area and work related applications. Good record and administrative skills. Computer literacy (attach evidence).

DUTIES: Teaching and Learning: Classroom duties: Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student attendance reports. Submission and verification of all student data. Monitor the provision of resources to libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Student Assessment & Evaluation: Assess students by setting and marking examinations. Moderation and evaluation of completed assessments and projects. Ensure that work is set and assessed consistently, in line with OBE principles and the College Assessment Policy and complete all related administrative records or reports. Lead and/or co-ordinate subject-related assessment and moderation committees. Verify that assessment records of student progress and performance are submitted and accurately done. Manage WBE placement of students. Subject development: Set subject-related standards and maintain up-to-date knowledge of industry trends in subject area. Participate in INSET/WBE programme and contribute subject-specific teaching enhancements. Revise instructional material and advise on new content based on current industry trends, including mentoring junior colleagues in new content requirements. Represent the area of responsibility at “open days” and other promotional events. Provide guidance and work related insights to students,
parents and the general community. Programme Delivery: Coordinate registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Compile and submit annual and term estimates of material needs (including consumables) for the area of responsibility. Report on or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance in own subjects. Participate in Academic Board structures as required. Student Guidance and Support: Devise academic support programmes for subject area if needed. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Liaison Officer as needed. Manage student behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

Performance Management: Meet deadlines relating to Supervisees’ performance documentation. Meet deadlines relating to Supervisees’ performance reviews. Meet deadlines relating to Supervisees' annual performance assessments. Revise job profiles of Supervisees have correct and up to date job profiles. Ensure that performance standards of Supervisees are aligned to the IQMS document. Gap analyses and development of Academic Improvement Interventions. Ensure that Training interventions are agreed to in the Personal Development Plan and implemented within the agreed timeframe. Manage performance appraisal of lecturing staff. Execute performance management in respect of Supervisees. Ensure that relevant Audit-related actions as per the latest Audit Action Plan are included in Performance agreements of affected staff. Ensure that newly appointed Supervisees are inducted within three (3) months after appointment. Ensure that all funded, filled and unfilled posts within one’s area of responsibility are evaluated. Ensure that the Employment Equity profiles of the College is in line with the Employment Equity Plan (EEP) of the Department.

ENQUIRIES: Mrs ZP Khumalo Tel: No (035) 474 2304
APPLICATIONS: uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

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

CLOSING DATE: 20 September 2018 at 16:00
POST 35/14: TECHNICAL TRAINING CENTRE SUPERVISOR REF NO: 2018/06

Re-advertisement (Applicants who had previously applied, are welcome to re-apply)

SALARY: R328 953 per annum plus benefits as applicable in the Public Sector College Appointment.

CENTRE: Esikhawini Campus

REQUIREMENTS: N3 qualification inclusive of two languages or NCV level 4 or Matric/Grade12; A trade tested artisan qualification relevant to the ARTISAN Development training programmes offered at the campus or related civil engineering qualification. Minimum of 5 years’ relevant industry experience within the construction sector. Minimum of 2 years proven management / supervisory experience. Certified assessor / moderator, in a relevant trade, with an appropriate ETQA. This may be obtained after employment. Valid driver’s license. A skills test forms part of the selection process.

DUTIES: Operational Programme Management: Manage appropriate artisan development and other occupational programmes for the unit. Manage the identification of programme gaps, feasibility assessments and introduction of new, responsive programmes. Drive, in conjunction with the Curriculum Development Manager and Project Manager Artisan Development, a responsive, flexible curriculum based on local needs. Manage new programme decisions and the planning process, including programme accreditation. Drive programme quality systems and processes including assessment, moderation and performance records. Develop and manage the unit’s programme budgets and report on programme performance. Manage the identification and procurement/arrangement of student material, equipment and other resource requirements. Manage contract staff appointments, in line with the unit’s need analysis, following college procedures. Manage and arrange unit staff interaction with relevant staff from other sites and training centres to enhance occupational programme delivery. Manage the reporting on Artisan Development (learnership/occupational) programme project progress and performance where applicable. Manage project, assigned to the unit, deliverables such as registering of students, signing of contracts and contract and reporting. Project Management: Oversee the development of project plans, including milestones, resource requirements and timeframes. Approve the project budgets and monitor related expenditure. Monitor progress against targets and budgets. Manage the reporting on Artisan Development (learnership/occupational) programme project progress and performance. Manage project deliverables such as registering of students, signing of contracts and reporting. Occupational programme delivery and administration: Manage and oversee the performance and development of unit’s Technical Training Centre Officers (TTCO). Manage the identification of unit’s TTCO skills and performance gaps and the proposed interventions. Ensure the implementation of best practice teaching practices across the unit’s programmes (e.g. daily lesson plans/ programme plan). Report to the Academic Board. Oversee occupational student internal registration and administrative processes. Manage training bookings and allocations. Manage Technical Training Centre Administrator’s (TTCAs) duties. Manage TTCOs’ duties. Manage the development and/or the production of classroom handouts, instruction materials, aids, manuals and assessment tools. Participate and lead occupational programme related assessment and moderation processes. Periodically evaluate ongoing programmes to ensure that they reflect any changes required or prescribed. Control the unit’s students’ assessment records of students’ progress and performance. Stakeholder Management: Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. Ensure compliance with partnership process and guidelines. Manage and participate in key customer stakeholder interactions (SETA’s, community forums, local business and local government). Participate in SETA-related curriculum initiatives. Establish and maintain programme-related industry links to ensure programme relevance. Ensure TTCOs’ interaction with industry applications, technologies and related job skill requirements. Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives. Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits). Address concerns and issues raised by different
stakeholders. Maintain industry and other related partnerships through effective communication. Work environment simulation: Manage the identification of work environment simulation needs for each occupational programme/learnership and approve the plans to address specific requirements including resourcing options. Consolidate simulation options at the college (in collaboration with the Manager Artisan Development). Manage the implementation of systems to monitor the quality of workplace student experience.

Unit Management: Manage job profiles of all post in the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit’s budget and cash flow. Compile the annual operational plan related to the unit. Compile the annual Strategic plan related to the unit. Conduct performance appraisals with Unit staff and arrange and monitor individual development. Drive the establishment and maintenance of records, registers and document management systems for students and TTCOs. Manage the unit’s administration of payments of project TTCOs) and students. Manage the unit’s objectives.

Teaching, learning and assessments: Train students in classrooms or workshops providing theory and practical training through lecturers, discussions, practical demonstrations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for the use in teaching. Maintain student attendance registers and produce student progress reports. Monitor and report on students’ engagement and responsiveness to teaching activities. Monitor the provision of resources to engineering stores, libraries and/or access to ICT facilities appropriate to the programme requirements and advice on these requirements. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes. Comply with programme quality systems and processes including assessment, moderation and performance records. Assess students by setting and marking exams and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/ assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Maintain all assessment records of student progress and performance.

Student Guidance and Support: Provide advice on occupational related career options and typical working scenarios. Translate requirements into trainings that will groom students for the next step in career path. Support students on an individual their basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehavior or learning disruption.

Performance Management: Meet deadlines relating to Supervisees’ performance contracts. Meet deadlines relating to Supervisees' bi-annually performance reviews. Meet deadlines relating to Supervisees’ annual performance assessments. Ensure that Supervisees have correct and up to date job profiles. Ensure that relevant Audit-related actions as per the latest Audit Action Plan are included in Performance agreements of affected staff. Ensure that newly-appointed Supervisees are inducted within three (3) months after appointment. Ensure that Training interventions agreed to in the Personal Development Plans of Supervisees are implemented within the agreed timeframe. Ensure that Key Result Area (KRA's) of Supervisees are aligned to the Department's and College’s Strategic plan, Annual Performance Plan (APP) and Operational plan. Ensure that all funded, filled and unfilled posts within one’s area of responsibility are evaluated. Ensure that the Employment Equity profiles of the College is in line with the Employment Equity Plan of the Department.

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

CLOSING DATE : 20 September 2018 at 16:00

POST 35/15 : EDUCATION SPECIALIST – BUSINESS STUDIES REF NO: CS 03/2018
(Persal Appointment)

SALARY : R328 953 per annum (PL2)
CENTRE : Oudtshoorn Campus
REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver’s license. Managerial and administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills. Knowledge and teaching experience of National Certificate Vocational (NCV), Report 191 Business Studies and Occupational programmes. Knowledge and experience of external examination and internal assessment processes. Excellent report writing and communication skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Tuition of subjects linked to the study field: Information Processing, Computer Practice and Office Data Processing. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

ENQUIRIES : Ms T La Fleur Tel No: (044-2722110)
APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION : Mr M Gcuwa
NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a
vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE : 14 September 2018 at 16:00

POST 35/16 : EDUCATION SPECIALIST – CAMPUS HEAD REF NO: CS 04/2018
(Council Appointment)

SALARY : R328 953 per annum (PL2)
CENTRE : Hessequa Campus
REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver’s license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Overall leadership and management of the campus. Participate in the development of the College strategic and operational plan. Marketing of campus programmes and liaison with all internal and external stakeholders. Responsible for the compilation and control of the campus budget. Responsible for general support service functions e.g. administration, facilities, assets, maintenance, finances and human resource management. Tuition of subjects linked to human resource management study field. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer work-based experience (WBE). Responsible for student work integrated learning (WIL). Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations. Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system.

ENQUIRIES : Ms T Boshoff Tel No: (044-884 0359)
APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION : Mr M Gcuwa
NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply...
Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

**CLOSING DATE**: 14 September 2018 at 16:00

**POST 35/17**: EDUCATION SPECIALIST – BUSINESS STUDIES REF NO: CS 05/2018 (Persal Appointment)

**SALARY**: R328 953 per annum (PL2)

**CENTRE**: Bitou Campus

**REQUIREMENTS**: Matric plus a minimum 3-year accredited Degree/Diploma in the study field; Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office) A valid code 08 driver’s license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys. Timetabling skills Knowledge and experience of external examination and internal assessment processes. Sound knowledge and experience of Report 191 Business Studies and Occupational programmes. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**: Tuition of subjects linked to the study fields: Business studies. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**ENQUIRIES**: Mr C Webber Tel No: (044-533 2388)

**APPLICATIONS**: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION NOTE**: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a
vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

South Cape TVET College invites suitable candidates to apply for the following permanent posts.

**NB:** An academic record must be attached with your application for this position.

**CLOSING DATE** : 14 September 2018 at 16:00

**POST 35/18** : EDUCATION SPECIALIST – BUSINESS STUDIES (REF NO: CS 06/2018) (Persal Appointment)

**SALARY** : R328 953 per annum (PL2)

**CENTRE** : Bitou Campus

**REQUIREMENTS** :
- Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver’s license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys. Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** :
- Tuition of subjects linked to the study field: Information Processing, Computer Practice and Office Data Processing. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**ENQUIRIES** : Mr C Webber Tel No: (044-533 2388)

**APPLICATIONS** :
- Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION** : Mr M Gcuw

**NOTE** :
- A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable,
shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

South Cape TVET College invites suitable candidates to apply for the following permanent posts.

**NB:** An academic record must be attached with your application for this position.

**CLOSING DATE:** 14 September 2018 at 16:00

**POST 35/19**

**EDUCATION SPECIALIST – BUSINESS STUDIES REF NO: CS 07/2018**

(Persal Appointment)

**SALARY**

R328 953 per annum (PL2)

**CENTRE**

Beaufort West Campus

**REQUIREMENTS**

Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver’s license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

Tuition of subjects linked to the study fields: Business studies. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**ENQUIRIES**

Mr W Abdullah Tel No: (023-414 3064)

**APPLICATIONS**

Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**

Mr M Gcuwa

**NOTE**

A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a
foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts.

**CLOSING DATE**: 14 September 2018 at 16:00

**POST 35/20**: EDUCATION SPECIALIST – BUSINESS STUDIES REF NO: CS 08/2018 (Persal Appointment)

**SALARY**: R328 953 per annum (PL2)

**CENTRE**: Beaufort West Campus

**REQUIREMENTS**: Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver’s license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**: Tuition of subjects linked to the study fields: Human Resource Management. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**ENQUIRIES**: Mr W Abdullah Tel No: (023-414 3064)

**APPLICATIONS**: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**: Mr M Gcuwa

**NOTE**: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her
Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

**CLOSING DATE** : 14 September 2018 at 16:00

**POST 35/21** : EDUCATION SPECIALIST – SAFETY IN SOCIETY REF NO: CS 09/2018 (Persal Appointment)

**SALARY** : R328 953 per annum (PL2)

**CENTRE** : George Campus

**REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Policing/BA Law/BProc/LLB or relevant equivalent qualification including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office). A valid code 08 driver’s license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Tuition of Safety in Society NC (V) subjects on Levels 2 – 4. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**ENQUIRIES** : Ms V Hartnick Tel No: (044 - 8742360)

**APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION** : Mr M Gcuwa

**NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so.
Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

**CLOSING DATE** : 14 September 2018 at 16:00

**POST 35/22** : **EDUCATION SPECIALIST – BUSINESS STUDIES (REF NO: CS 10/2018)**  
(Persal Appointment)

**SALARY** : R328 953 per annum (PL2)

**CENTRE** : George Campus

**REQUIREMENTS** :  
Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office) A valid code 08 driver’s license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Tuition of subjects linked to the study field: Information Processing, Computer Practice and Office Data Processing. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**ENQUIRIES** : Ms V Hartnick Tel No: (044 - 8742360)

**APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION** : Mr M Gcuwa

**NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly
accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

**CLOSING DATE**
14 September 2018 at 16:00

**POST 35/23**
EDUCATION SPECIALIST – BUSINESS STUDIES (REF NO: CS 11/2018)
(Persal Appointment)

**SALARY**
R328 953 per annum (PL2)

**CENTRE**
George Campus

**REQUIREMENTS**
Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver’s license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**
Tuition of subjects linked to the study field: Marketing Management. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**ENQUIRIES**
Ms V Hartnick Tel No: (044 - 8742360)

**APPLICATIONS**
Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**
Mr M Gcuwa

**NOTE**
A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following
permanent posts. NB: An academic record must be attached with your application for this position.

**CLOSING DATE** : 14 September 2018 at 16:00

**POST 35/24** : EDUCATION SPECIALIST – BUSINESS STUDIES REF NO: CS 12/2018 (Persal Appointment)

**SALARY** : R328 953 per annum (PL2)

**CENTRE** : George Campus

**REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver’s license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Tuition of subjects linked to the study field: Human Resource Management. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

**ENQUIRIES** : Ms V Hartnick Tel No: (044 - 8742360)

**APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION** : Mr M Gcuwa

**NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

**CLOSING DATE** : 14 September 2018 at 16:00

28
POST 35/25: EDUCATION SPECIALIST – ENGINEERING STUDIES REF NO: CS 13/2018
(Persal Appointment)

SALARY: R328 953 per annum (PL2)
CENTRE: Mossel Bay Campus
REQUIREMENTS: Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Engineering Studies. Including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office). A valid code 08 driver’s license. Managerial and administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. Statistical analysis and interpretation of student data. Complete annual surveys • Timetabling skills. Knowledge and teaching experience of National Certificate Vocational (NC (V)) and Report 191 Engineering and Occupational programmes. Knowledge and experience of external examination and internal assessment processes. Excellent report writing and communication skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES: Tuition of subjects link to the study field: Engineering studies on (NCV) levels 2-4. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

ENQUIRIES: Ms C Moorcroft Tel No: (044 – 693 2613)
APPLICATIONS: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION: Mr M Gcuwa
NOTE: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE: 14 September 2018 at 16:00
POST 35/26 : EDUCATION SPECIALIST – BUSINESS AND GENERAL STUDIES (REF NO: CS 14/2018) (Persal Appointment)

SALARY : R328 953 per annum (PL2)
CENTRE : Mossel Bay Campus
REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business and General Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver's license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Tuition of subjects linked to the study fields: Business and General Studies. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

ENQUIRIES : Ms C Moorcroft Tel No: (044 – 693 2613)
APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION : Mr M Gcuwa
NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE : 14 September 2018 at 16:00
POST 35/27 : EDUCATION SPECIALIST – BUSINESS STUDIES (REF NO: CS 15/2018) (Persal Appointment)

SALARY : R328 953 per annum (PL2)
CENTRE : Mossel Bay Campus
REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office), A valid code 08 driver’s license. Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training (CET) Act No 16 of 2006. Infrastructure and asset management. Good interpersonal skills. Excellent report writing and communication skills. Proven budgetary knowledge. Statistical analysis and interpretation of student data. Complete annual surveys, Timetabling skills, Knowledge and experience of external examination and internal assessment processes, Sound knowledge and experience of Report 191 Business Studies and Occupational programmes, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Tuition of subjects linked to the study field: Information Processing, Computer Practice and Office Data Processing. Provide lecturer and curriculum delivery support. Overall curriculum management, assessment, moderation and administration. Responsible for lecturer workplace-based experience (WBE). Responsible for student work integrated learning (WIL). Ensure adherence to quality assurance standards of DHET, UMALUSI and QCTO. Adherence to the implementation of all College policies and quality management system. Academic and Administrative support of all academic programmes. Administer internal assessments and national DHET external examinations.

ENQUIRIES : Ms C Moorcroft Tel No: (044 – 693 2613)
APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
FOR ATTENTION : Mr M Gcuwa
NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE : 14 September 2018 at 16:00
POST 35/28 : ASSISTANT PROJECT MANAGER: INFRASTRUCTURE AND MAINTANANCE
(REF NO: PS02/2018)
(College Council Appointment)

SALARY : R281 418 – per annum plus 37% benefits
CENTRE : Central Office

DUTIES : Facilitate SCM Processes as the end user: Initiate the development of specifications for Projects. Provide immediate support to relevant queries around the specifications. Provide Ongoing support to the process until it is complete. Project Risk Management: Conduct comprehensive project planning prior to commencement of all College projects. Present completed documents that identify and highlight potential risks, opportunities and challenges of College projects to Deputy Principal: Corporate Services and Project manager. Define and deliver detailed project plans as per project budget. Ensure compliance with legal, Contractual and safety requirements for all College Projects. Manage implementation of work within established policies, systems, procedures, processes and practices. Facilitate Planning Progress Report Meetings: Provide administrative reports to the progress report meetings. Attend to these meetings and provide progress report and feedback. Drafting, submission and presentation of College project related management reports. Act as a liaison between consultants and the college management. Make recommendations of the projects to management. Report to management in relation to projects underway. Facilitate legal and Regulatory requirements for all projects. Ensure compliance with relevant legislation: Ensure that the appropriate legislation, policies and standard and procedures are complied with and that there is no negligence in this regards. Monitor legislation updates and communicate to relevant staff. Provide advice in line with applicable legislation. Liaise with all professionals including OHS and Environmental Officers. Compile monthly update and status reports. Ensure validity of statistics and facts submitted. Facilitate project completion and hand over including all relevant paperwork on sign off.

ENQUIRIES : Mr M Gcuwa Tel No: (044 – 884 0359)
APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION : Mr M Gcuwa
NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her
Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

**CLOSING DATE** : 14 September 2018 at 16:00

**POST 35/29** : **SENIOR ACCOUNTING CLERK: CREDITORS (REF NO: PS05/2018)** (Persal Appointment)

**SALARY** : R242 475 – R285 630 per annum (SL7)

**CENTRE** : Central Office

**REQUIREMENTS** : Matric plus an accredited three-year Degree/ National Diploma majoring in Accounting or Financial Management. 3 years relevant work experience in Finance dealing with creditors. Computer Literate with Excel and Word as well as data entry. A valid code 08 driver’s license. Knowledge of Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework (PPPFA), Broad Based Black Economic Empowerment (BBBEE) Act. Knowledge of ITS (Integrated Tertiary Software) systems will be an added advantage. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Prepares and administers the Creditors’ ledger: Day-today overseeing the processing of invoices, cheques and payment advices. Provide various creditors ledger reports ensuring creditor’s payments are processed within stipulated treasury regulations. Maintaining Financial Process Controls: Verify all creditor invoices and purchase orders have been appropriately approved. Report any discrepancies. Prepare, process and provide supporting documentation for various month end journals. Filing/archiving of all accounting records in a secure and efficient manner. Recording of Financial Transactions: Uploading of annually approved budget on ITS. Uploading of annually approved revised budget on ITS. Uploading of all project budgets (ad-hoc). System verification of petty cash and cash book capturing. Complete credit application forms and attached all necessary required supporting documents.

**ENQUIRIES** : Mr C Bellingan Tel No: (044 – 884 0359)

**APPLICATIONS** : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION** : Mr M Gcuwa

**NOTE** : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so.
Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

**CLOSING DATE**: 14 September 2018 at 16:00

**POST 35/30**

**SENIOR ACCOUNTING CLERK: SUPPLY CHAIN MANAGEMENT (REF NO: PS04/2018)**
(Persal Appointment)

**SALARY**: R242 475 – R285 630 per annum (SL7)

**CENTRE**: Central Office

**REQUIREMENTS**: Matric plus an accredited three-year Degree/ National Diploma majoring in Accounting/ Financial Management /Procurement and Finance. 3 years relevant work experience. Computer literate with Excel and Word/ITS or any Procurement system. A valid code 08 driver’s license Knowledge of Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework (PPPFF), Broad Based Black Economic Empowerment (BBBEE) Act. Knowledge of ITS (Integrated Tertiary Software) systems will be an added advantage. Ability to effectively communicate in at least two of the three official languages of the Western Cape.


**ENQUIRIES**: Mr C Bellingan Tel No: (044 – 884 0359)

**APPLICATIONS**: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**: Mr M Gcuwa

**NOTE**: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test.
Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

South Cape TVET College invites suitable candidates to apply for the following permanent posts.

**NB:** An academic record must be attached with your application for this position.

**CLOSING DATE**: 14 September 2018 at 16:00

**POST 35/31**: JOB PLACEMENT OFFICER

**REF NO**: PS06/2018 (X3 POSTS)

**(Council Appointment)**

**SALARY**: R196 407 per annum plus 37% benefits (SL6)

**CENTRE**: George Campus (X1 Post)
Mossel Bay Campus (X1 Post)
Oudtshoorn Campus (X1 Post)

**REQUIREMENTS**: Matric plus a minimum 3-year accredited Degree/National Diploma majoring in Human Resource or Business Management, Marketing, Public Relations. A minimum of 3 to 5 years relevant work experience. Knowledge of relevant Learnerships, Apprenticeships, SETAs. Good Interpersonal Relations, Customer Relations and stakeholder engagement. Computer literacy (ICDL or MS Office). Ability to effectively communicate in at least two of the three official languages of the Western Cape. A code 08 driver’s License. Good interpersonal relationship communication skills. Listening Skills, Team Leadership skills, Planning and organizing skills, People Management. Ability to manage time effectively and problem-solving skills. Report writing skills. Committed, Loyal, Client orientated, Professional and also with Integrity, Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**: Co-ordinate and facilitate job readiness training: Placement of students in the workplace. Create and maintain a database of all graduates. Student recruitment, application and selection. Liaison with commerce and industry and other relevant stakeholders: Create a database of potential employers. Create and maintain a database of all prospective employers. Create a database of all advertisements for vacancies and notify students. Develop & Review companies work placement policy and procedures. Maintain and update the student tracking system: Manage and administer student Logbooks. Post placement reviews, reports and statistics. Liaise with Academic, and Innovation in Development Departments in connection with placing students for experiential learning. Develop quality reports and statistics: Provide advice and guidance to relevant stakeholders. Create an Alumni newsletter. Complete relevant reports on time. Record progress report on all successful placements on a quarterly bases.

**APPLICATIONS**: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**

Mr M Gcuwa

**CLOSING DATE**: 14 September 2018 at 16:00

**NOTE**: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a
South Cape TVET College invites suitable candidates to apply for the following permanent posts.

**NB:** An academic record must be attached with your application for this position.

**ENQUIRIES**
Mr S Kiewiet Tel No: (044 – 884 0359)

**APPLICATIONS**
Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**
Mr M Gcuwa

**NOTE**
A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

South Cape TVET College invites suitable candidates to apply for the following permanent posts.

**POST 35/32**
**MARKETING AND COMMUNICATION OFFICERS REF NO: PS07/2018 (X2 POSTS)**
(Persal Appointment)

**SALARY**
R196 407 – R231 351 per annum (SL6)

**CENTRE**
(Mossel Bay Campus (X1 Post)
George Campus (X1 Post)

**REQUIREMENTS**
Matric plus a minimum 3-year accredited Degree/National Diploma in the field of Marketing and Communication, Public Relations; Media Studies or similar filed of endeavor. Computer Literacy (ICDL or MS Office). A minimum of 1 to 2 years relevant experience in the relevant field is required. Needs to be well versed in English Language with excellent writing skills. A code 08 driver’s License.
Energetic and focused on reaching targets. Proven experience with regard to student recruitment and journalism skills. Ability to manage time effectively and problem-solving skills. Report writing skills.

**DUTIES**
Communication with external markets across the College’s catchment area through PR functions, career exhibitions, school visits, Campus visits and more. Network with relevant role-players and stakeholders by attending functions, meetings, Imbizos and the likes. Student and internal market research. Facilitate external market research and generate new opportunities for recruitment. Gather relevant news and compile articles with photographs for internal and external publications. Co-ordinate and facilitate door-to-door campaigns, recruitment roadshows and various other recruitment methods to reach targets. Maintain the corporate image across all College sites. Organize and participate in internal and external functions and events. Coordinate effective marketing for Forster’s Manor Guest House as an establishment of the College. Must be prepared to work after hours when necessary. Must be prepared to travel.

**ENQUIRIES**
Mr H Cronje Tel No: (044 – 884 0359)

**APPLICATIONS**
Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**
Mr M Gcuwa

**NOTE**
A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

**CLOSING DATE**
14 September 2018 at 16:00

**POST 35/33**
LABOUR RELATIONS AND EMPLOYEE WELLNESS (REF NO: PS08/2018)
Council Appointment

**SALARY**
R196 407 per annum plus 37% benefits (SL6)

**CENTRE**
Central Office

**REQUIREMENTS**
Matric plus a minimum 3-year accredited Degree/National Diploma in Human Resources, Labour Relations, or Industrial Psychology or related fields with Labour Relations as a major subject. A minimum of 3 to 5 years’ experience in Employee Wellness and Labour Relations. Computer Literacy (ICDL or MS Office). Ability to effectively communicate in at least two of the three official languages of the Western Cape. A code 08 driver’s License. Good interpersonal relationship communication skills. Knowledge of organizational objectives. Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act and other HR related legislation. Project management. Event Management.
Protocol and Etiquette. Registration as a psychology counsellor or as a Social Worker will be an added advantage. Listening Skills. Planning and organizing skills, People Management. Ability to manage time effectively and problem-solving skills. Report writing skills. Committed, Loyal, Client orientated, Professional and also with Integrity. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

Provide Administrative support to maintenance of sound Employee Relations and Human Resource Development Co-ordination: Assist employees in improving their health by raising awareness of healthy lifestyles, disability and other health-related issues. Promote physical and/or mental health and well-being of employees e.g., employee fitness programs, nutrition, alcohol, as well as stress management. Administer management of employee wellness programme contract. Integrate employee wellness programmes focused and the overall health and well-being of employees and their related productivity. Ensure compliance with relevant legislation: Ensure that the appropriate legislation, policies and standard procedures are complied with and that there is no negligence in this regard. Monitor legislation updates and communicate to relevant staff. Vendor Management: Managing Employee Wellness Programme. Ensuring that delivery and follow up standards are met and that the content and assessments are integrated with the other management development. Manage and administer student Logbooks. Post placement reviews, reports and statistics. Liaise with Develop quality reports and statistics: Provide advice and guidance to relevant stakeholders. Create an Alumni newsletter. Complete relevant reports on time. Record progress report on all successful placements on a quarterly bases. Reporting: Compile monthly update and status report for submission to the Assistant Director: Human Resources.

**ENQUIRIES**

Mr M Gcuwa Tel No: (044 – 884 0359)

**APPLICATIONS**

Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**

Mr M Gcuwa

**NOTE**

A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

**CLOSING DATE**

14 September 2018 at 16:00
TRAINING OFFICER: (MILLWRIGHT) REF NO: 2018/08

Re-advertisement (Applicants who had previously applied, are welcome to re-apply.

College Appointment

SALARY: R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector

CENTRE: Richtek Technical Training Centre

REQUIREMENTS:

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

ENQUIRIES:
Ms ST Makhoba Tel No: (035) 902 9557

APPLICATIONS:
uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate or an equivalent qualification must also be attached) and academic records, your ID Document and valid driver’s license (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

NOTE: A fully completed Z83 form, signed and dated should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence.

CLOSING DATE: 20 September 2018 at 16:00

POST 35/35: SENIOR ADMINISTRATION CLERK - MARKETING

REQUIREMENTS:
A National Senior Certificate/Grade 12 or National Certificate Vocational (NCV)) Level 4 certificate. An appropriate Degree/National Diploma in Marketing or equivalent qualification in a relevant field will be an added advantage, Computer Literacy (MS Office). A minimum of 1 year relevant experience in the relevant field is required. A candidate must be well versed in English Language with excellent writing skills. Energetic and focused on reaching targets. Proven experience with regard to student recruitment skills. Ability to manage time effectively and problem-solving skills. Report writing skills.

DUTIES:
Communication with external markets across the College’s catchment area through Public Relations functions, career exhibitions, school visits, Campus visits and more. Network with relevant role-players and stakeholders by attending functions, workshops, exhibitions and Imbizos. Student and internal market research. Facilitate external market research and generate new opportunities for recruitment. Gather relevant news and compile articles with photographs for internal and external publications. Co-ordinate and facilitate door-to-door campaigns, recruitment roadshows and various other recruitment methods to reach targets. Maintain the corporate image across all College sites. Organise and participate in internal and external functions and events. Co-ordinate effective marketing to foster an establishment of the College. Must be prepared to work after hours when necessary. Must be prepared to travel.

ENQUIRIES: Mr MG Pheko – Assistant Director: HRM Tel No: 057 910 6000
APPLICATIONS: Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom 9459
FOR ATTENTION: The Principal, Mr FS Mahlangu

NOTE: A fully completed Z83 form, signed and dated should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence.
Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

**CLOSING DATE**: 21 September 2018 at 12:30

**POST 35/36**: HUMAN RESOURCE CLERK REF NO: PS09/2018 (X2 POSTS)  
(Persal Appointment)

**SALARY**: R163 563 – R192 666 per annum (SL5)

**CENTRE**: Central Office

**REQUIREMENTS**: Matric plus a minimum 3-year accredited Degree/National Diploma/National NDiploma in Human Resource Management or Public Administration/Management or relevant qualification with a minimum of 2 years relevant human resources management/administration work experience. Computer Literacy (MS Office), A valid code 08 driver’s license. Knowledge of the Labour Relations Act, 1995 and Prescriptive Departmental policies, procedures and delegations, Basic Conditions of Employment Act, Policy development, PSCBC and ELRC Resolutions, Continuous Education and Training Act No 6 of 2006, Employment of Educators Act, Public Service Act. Knowledge of relevant HR Prescripts. Good interpersonal relations, customer relations, supervisory skills and computer Literacy. Ability to lead a team of HR practitioners and offer advice to Senior Management on HR related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**: Ensure the implementation of Human Resource functions such as leave administration, performance management, and termination of services. Communicate and implement policy and legislative matters. Maintain post establishment. Ensure proper administration of transfers, service benefits (including housing subsidies, accommodation, pension, medical aid, staff bursaries, grievances, disciplinary proceedings. Capturing of any salary related transactions on PERSAL/VIP. Handle general enquiries pertaining to salaries and allowances. Assist in recruitment and selection process. Administer and manage information. Maintain duty register. Servicing Beaufort West Campus in addition to Oudtshoorn campus.

**ENQUIRIES**: Mr M Gcuwa Tel No: (044 – 884 0359)

**APPLICATIONS**: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**: Mr M Gcuwa

**NOTE**: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be
considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

CLOSING DATE : 14 September 2018 at 16:00

POST 35/37 : STUDENT ADMINISTRATION CLERK REF NO: PS10/2018 (X3 POSTS)
(Office Council Appointment)

SALARY : R163 563 per annum plus 37% benefits (SL5)
CENTRE : Central Office (X2 Posts)
Mossel Bay Campus (X1 Post)

REQUIREMENTS : Matric plus an accredited three-year appropriate Degree/Diploma/National N Diploma in the field of Secretarial/Administration, Business / Financial Management with MS Office software package are compulsory. A minimum of 1 year relevant work experience is required. A valid code 08 driver's license. Knowledge of Integrated Tertiary Software (ITS) will serve as an added advantage. Organisational ability and have the desire to learn progressively throughout their career. Ability to manage time effectively and problem-solving skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Co-responsible for the effective management of the College Management Information System (MIS) Responsible for the capturing of Report 191, NC(V) and Occupational student biographical data and assessment marks / competencies on the MIS. Ensure that student information linked to occupational programmes are captured on the various SETA (Sector Education and Training Authority) databases. Assist with the compilation of statistical information / reports. Provide professional support to internal and external stakeholders including taking accurate and detailed messages. Perform general administrative duties including maintenance of the student filling system, student certificates and taking minutes of meetings.

ENQUIRIES : Ms V Heyneke Tel No: (044 – 884 0359)
APPLICATIONS : Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION : Mr M Gcuwa
NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her
South Cape TVET College invites suitable candidates to apply for the following permanent posts.

NB: An academic record must be attached with your application for this position.

**CLOSING DATE**: 14 September 2018 at 16:00

**POST 35/38**: STUDENT ADMINISTRATION CLERK (REF NO: PS 11/2018)
(College Council Appointment)

**SALARY**: R163 563 per annum plus 37% benefits (SL5)

**CENTRE**: Hessequa Campus

**REQUIREMENTS**: Matric plus an accredited three-year appropriate Degree/Diploma/National N Diploma in the field of Secretarial/Administration, Business / Financial Management with MS Office software package are compulsory. A minimum of 1 year relevant work experience is required. A valid code 08 driver’s license. Knowledge of Integrated Tertiary Software (ITS) will serve as an added advantage. Organisational ability and have the desire to learn progressively throughout their career. Ability to manage time effectively and problem-solving skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**: Co-responsible for the effective management of the College Management Information System (MIS) Responsible for the capturing of Report 191, NC(V) and Occupational student biographical data and assessment marks / competencies on the MIS. Ensure that student information linked to occupational programmes are captured on the various SETA (Sector Education and Training Authority) databases. Assist with the compilation of statistical information / reports. Provide professional support to internal and external stakeholders including taking accurate and detailed messages. Perform general administrative duties including maintenance of the student filing system, student certificates and taking minutes of meetings.

**ENQUIRIES**: Ms V Heyneke Tel No: (044 – 884 0359)

**APPLICATIONS**: Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**: Mr M Gcuwa

**NOTE**: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstation within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly
accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

**CLOSING DATE**
14 September 2018 at 16:00

**POST**
35/39

**BURSARY CLERK (REF NO: PS 12/2018)**
(College Council Appointment)

**SALARY**
R163 563 per annum plus 37% benefits (SL5)

**CENTRE**
Oudtshoorn Campus

**REQUIREMENTS**
Matric/NC(V) Level 4 plus a minimum 3-year accredited National Diploma or National N Diploma in Business Management/Management Assistant/Financial Management/Office Administration or related equivalent qualification with a minimum of 2 years relevant work experience or Matric/NC(V) Level 4 with 3 - 4 years relevant work experience. Computer literacy (MS Office). Good interpersonal and communication skills. Attention to detail. Strong administrative skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**
Ensure that all bursary application forms are completed correctly. Accurately capture online bursary applications. Ensure good document administration (filing, recording of all bursary application forms). Assist with the compilation of statistical information. Provide assistance in administration and maintenance of College records. Compile Excel spreadsheets to report statistical data. Attending to routine correspondence and prepare written reports when required.

**ENQUIRIES**
Ms C Robertson (044 – 884 0359)

**APPLICATIONS**
Applications must be forwarded: The HR Manager, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

**FOR ATTENTION**
Mr M Gcuwa

**NOTE**
A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. No emailed / faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts. NB: An academic record must be attached with your application for this position.

**CLOSING DATE**
14 September 2018 at 16:00
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

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

CLOSING DATE: 17 September 2018

NOTE: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POST

POST 35/40: ASSISTANT STATE ATTORNEY: CONVEYANCING LP3-LP4 REF NO: 18/61/SA (X2 POSTS)

Re-advertisement

SALARY: R283 854 – R805 179 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Cape Town

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Admission as a conveyancer and notary experience will be an added advantage; A valid driver’s licence. Skills and competencies: Legal research and drafting Conveyancing, notarial and related documents; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal) with the ability to motivate and direct people; Creative and analytical; Problem solving and conflict management; Accuracy and attention to details.

DUTIES: Draft, prepare and register conveyancing and notarial documents; Draft legal documents and conduct legal research; Furnish legal advice/opinion and contracts; Give effect to the Department’s Strategic Plan, policies and prescripts; Provide supervision and training to other professional staff; Maintain record of work performed and provide statistical reports;

ENQUIRIES: Mr E Seerane (012) 315 1780

NOTE: People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
ANNEXURE E

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: 14 September 2018

NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a Comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a driver’s licence is a requirement, a certified copy must be attached). 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. 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 35/41: DIRECTOR: SMALL SCALE MINING (REF NO: DMR/18/0038)

SALARY: R1 005 063 per annum Level 13 (All-inclusive package)

CENTRE: Head Office, Pretoria

REQUIREMENTS: An appropriate qualification (NQF Level 7) as recognised by SAQA with relevant experience of which five (5) years must have been at Middle or Senior Management level in the Mining, Mineral and related fields with Business Administration and Development PLUS the following key competencies: Knowledge: An understanding of the South African mining and minerals industry, as well as legislation that governs the sector (MPRDA & MHSA); Knowledge of the development state principle and key government priorities; Experience in policy development and implementation; Ability to identify and evaluate projects; Managerial principles and budget; Engage and liaise with communities, traditional leaders and stakeholders; Skills: Leadership and managerial skills, Decision making capabilities, Organisational and administration skills, Strong problem solving, presentation skills, Diplomatic skills, Negotiation and Consultation skills, Strategic and Project management skills; Communication: communication at all levels (including high level communication between government departments, as well as private organisations, and institutions, Interaction with community members and traditional leadership, Sound written and verbal communication, Public speaking, report writing; Creativity: Diplomatic, Innovative and creative thinking capabilities; Other: Ability to implement innovative policy directions.

DUTIES: Give strategic direction to the development of small scale mining and provide inputs to policy. Manage small scale mining projects in all provinces with focus on rural communities. Support and advise the department on small scale mining related matters. Ensure the facilitation and coordination of technical and financial institutional support for small scale mining projects. Manage the Directorate.

ENQUIRIES: Ms N Ngcwabe ☎012 444 3004/3601

NOTE: Coloureds, Indians a well as people with disabilities are encouraged to apply.
POST 35/42 : DIRECTOR: LEGAL SERVICES (REF NO: DMR/18/0039)

SALARY : R1 005 063 per annum Level 13 (All-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An LLB Degree as recognised by SAQA with extensive experience in Legal matters of which five (5) years must have been at Middle or Senior Management level PLUS the following key competencies: Knowledge: Legislative Drafting, DMR acts and policies, Public Service legislation and policies, Constitutional and Administrative Law, Legal drafting and interpretation, Court procedures; Skills: Negotiation, Computer Literacy, Presentation, Work under pressure, Highly organized, People Management; Communication: Excellent proven written and verbal communication; Creativity: Innovative, logical and analytical thinker.


ENQUIRIES : Mr P Alberts 012 444 3288
NOTE : Coloureds, Indians as well as people with disabilities are encouraged to apply.

OTHER POSTS

POST 35/43 : DEPUTY DIRECTOR: MINERAL LAWS (REF NO: DMR/18/0040)

SALARY : R826 053 per annum Level 12
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : A three-year tertiary qualification in Law coupled with relevant working experience of which three (3) must be at an Assistant Director level and a valid driver’s licence, PLUS the following key competencies: Knowledge: Relevant provisions of the MPRDA. Repealed mining legislation and related legislations affecting the mining issues. Policies, procedures and directives relevant to the post; Skills: Strong ability to secure communication between government departments, business organizations and institutions. Communicate at a high-level manner on a verbal and nonverbal. Ability to think innovatively. Ability draft and oversee letters, reports, submissions, contracts and memos. Supervise and manage people. Ability to facilitate workshops; Communication: Verbal and Written communication; Creativity: Ability to resolve issues with colleagues and clients. Information evaluation and ability to work in a team; Other: Ability to work under pressure and beyond official hours.

DUTIES : Manage the administrative process necessary to grant rights and permits in compliance with the law. Oversee and maintain a categorised database (Min Act, MRMS and SAMRAD) to provide information on status of rights granted and promote continues access to mineral properties. Monitor illegal prospecting and mining operations and follow up to enforce compliance with the law. Supervise and develop staff. Manage land use applications. Manage the Help Desk.

ENQUIRIES : Ms B Ngebulana 041 403 6616
NOTE : Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 35/44 : DEPUTY DIRECTOR: MINE ECONOMICS (REF NO: DMR/18/0041)

SALARY : R826 053 per annum Level 12
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : A three-year tertiary qualification in Mining Engineering, Mine Survey, Geology Accounting, Economics or Auditing coupled with relevant working experience of which three (3) years must be at an Assistant Director level and a valid driver’s licence, PLUS the following key competencies: Knowledge: Relevant provisions of the MPRDA. Understanding of Government policy and procedures regarding valuations of mine and asset valuations, In depth mining, technical and economic knowledge, ability to analyse market demand for minerals and quantify potential revenue from mineral production, ability to quantify capital and operational costs related to mining methods and processing plants to identify regulatory costs and how they impact on mining business plans, Ability to generated discounted cash
flows and evaluate business plans for mining projects, Understand co-ordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities, Policies, procedures and directives relevant to the post; Skills: Strong ability to secure communication between government departments, business organizations and institutions at executive levels, Communicate at a high level on a verbal and non-verbal, Ability to think innovatively, Financial and accounting skills in relation to mining projects and computer skills, Supervise and manage people, Ability to facilitate workshops; Communication: Imaginative problem solver, verbal and written communication; Creativity: Recognise viable business opportunities, valuation of mineral resources and mining projects, Understanding ore flow and accounting systems and internal economies of mines, Awareness of State’s goals and objectives compared to the business objectives management skills and budget control, Information evaluation and ability to work in a team: Other: Ability work under pressure and beyond official hours.

**DUTIES:**
Manage the adjudication of mineral project applications for prospecting, mining permit and mining rights in terms of MPRDA as well as sustainability of mining operations. Oversee compliance inspections on all prospecting and mining operations where rights are granted and compile the inspection master plan thereof. Provide inputs on development of policies and regulations related to mine economics and ensure implementation thereof. Conduct workshop to mining Industry and Communities on mine economics in collaboration with other units in the Regional Office. Handle enquiries regarding prospecting work programmes and mining work programmes applications and provide advice thereof. Conduct and advise on mine and asset valuations for tax purposes. Supervise and develop staff.

**ENQUIRIES:**
Ms B Ngebulana ☎ 041 403 6616

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

**POST 35/45:**
DEPUTY DIRECTOR: AUXILIARY SUPPORT SERVICES (REF NO: DMR/18/0042)

**SALARY:**
R697 011 per annum Level 11 (All-Inclusive package)

**CENTRE:**
Head Office, Pretoria

**REQUIREMENTS:**
An appropriate three-year qualification in Logistics/ Facilities Management coupled with relevant experience of which three (3) years must be at an Assistant Director level, PLUS the following key competencies: Knowledge: Public Finance Management Act, Treasury Regulations, Electronic Logging System, Understand the legislative/prescripts requirements relating to subsidises and GG vehicles, archive, documents, etc Relevant stakeholders, Customer Service (Batho Pele Principles), Understand the needs of the department and its structure in order to effectively assess needs and allocate accommodation and provide other relevant auxiliary services. Risk Management, Budgeting and Financial Management, Communication and Information Management, People and Performance Management, managing inter-personal conflict and solving problems. Skills: Business writing skills, Computer Literacy, Planning and organizing skills, Project or programme management, Report writing skills; Communication: Good communicator at all levels (verbally and in writing, Good numerical skills, Negotiation skills).

**DUTIES:**
Control and ensure compliance (with national and departmental prescripts, policies and procedures) of the processes pertaining to transport, accommodation, records and facilities management, Develop, maintain and implement departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management, Manage the sub directorate, Advise users and suppliers on national and departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management.

**ENQUIRIES:**
Mr N Maleka ☎ 012 444 3115

**NOTE:**
Coloureds, Indians as well as people with disabilities are encouraged to apply.
POST 35/46  
**ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT (REF NO: DMR/18/0043)**

**SALARY**: R444 693 per annum Level 10  
**CENTRE**: Limpopo Region, Polokwane  
**DUTIES**: Manage EIA process (basic assessments, scoping report. EIAR/EMP and listed activities) closure plans and other technical and environmental documents. Compliance, Auditing and performance Assessment. Evaluate environmental risk and manage the closure of mines with the stipulated time frames. Consult with other Departments and Agencies on environmental matters and serve on such committees to promote co-operate governance. Conduct compliance inspections. Manage and resolve complaints and conflicts. Regulate the closure of mines within stipulated time frames.  
**ENQUIRIES**: Mr TC Kolani (015 287 4700/61  
**NOTE**: Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 35/47  
**ASSISTANT DIRECTOR: ADMINISTRATION (REF NO: DMR/18/0044)**

**SALARY**: R444 693 per annum Level 10  
**CENTRE**: Eastern Cape Region, Port Elizabeth  
**REQUIREMENTS**: A three-year tertiary qualification in Administrative or Financial fields coupled with relevant working experience, PLUS the following key competencies: Knowledge: Mining industry legislation and policies, Public service legislations, PFMA, MPRDA with regards to applications, penalties and payments; Skills: Organizational, Communication, Computer, Financial and accounting. Interpersonal and Management skills; Communication: Written and spoken. Creativity: Ability to be proactive. Decision making. Experience in both the creditor and debtor’s functions. Analytical thinker; Other: Ability to work with both the internal and external auditors.  
**DUTIES**: Manage the drafting and control of budget expenditure in the region. Manage the enquiry service/helpdesk to ensure efficient service delivery in the region. Provide administrative services in terms of Supply Chain Management, Human Resources Management, Risk Management, Facilities Management and Events Management. Manage the revenue collection, record keeping and management control systems. Manage the receiving and recording of applications in terms of the MPRDA. Ensure access to information requests are handled in line with prescripts. Manage and develop staff. Manage and control the optimal utilization of departmental transport in line with policy and prescripts. Provide a technical network support to IT. Manage and maintain an effective registry service in the regional office.  
**ENQUIRIES**: Ms BT Ngebulana (041 403 6616
### POST 35/48

**ASSISTANT DIRECTOR: RECORDS MANAGEMENT (REF NO: DMR/18/0045)**

| **SALARY** | R356 289 per annum Level 09 |
| **CENTRE** | Head Office, Pretoria |

**REQUIREMENTS**

An appropriate tertiary qualification in Records Management or relevant qualification coupled with relevant experience, PLUS the following key competencies:

- **Knowledge:** National Archive Act, MISS Document, Public Finance Management Act, Treasury Regulations, Electronic Logging System, Understand the legislative/prescripts requirements relating to archive, documents, etc.
- **Relevant stakeholders:** Customer Service (Batho Pele Principles), Understand the needs of the department and its structure in order to effectively assess needs and allocate accommodation and provide other relevant auxiliary services.
- **Risk Management, Budgeting and Financial Management, Communication and Information Management, People and Performance Management,** managing interpersonal conflict and resolving problems;
- **Skills:** Business writing skills, Computer Literacy, Planning and organizing skills, Project or programme management, Report writing skills;
- **Communication:** Good communicator at all levels (verbally and in writing), Good numerical skills, Negotiation skills.

**DUTIES**

Control and ensure compliance (with national and departmental prescripts, policies and procedures) of records management, Develop, maintain and implement departmental strategies, policies processes and procedures pertaining to records and facilities management, Manage the sub directorate. Advise users and suppliers on national and departmental strategies, policies processes and procedures pertaining to records management. Manage the receiving, delivery of mail (parcels), manage Records and archiving of documents.

**ENQUIRIES**

Mr N Maleka 012 444 3115

**NOTE**

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

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

APPLICATIONS: Recruitment Administrator: National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za

CLOSING DATE: 14 September 2018 at 12:00

NOTE: Applications should be accompanied by a comprehensive CV and originally certified copies of Z83, qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement. No late applications will be accepted. 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. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful. The National Treasury reserves the right to fill or not fill the below-mentioned posts. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules.

OTHER POST

POST 35/49: MANAGER: EMPLOYEE RELATIONS REF NO: S045/2018
Division: Corporate Services (CS)
Purpose: Facilitate, organise, conduct training and development programmes on employee relations and employment equity and related processes for employees, and engage external service providers.

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

CENTRE: Pretoria

REQUIREMENTS: A National Diploma /Degree in Labour Law/ Employee Relations/ Industrial Relations, 4 years' experience in labour or employee relations at a managerial level, Knowledge and experience as a methodical operator and an astute problem solver, Experience in the drafting and implementation of policies and procedures. Manage, coordinate and monitor the implementation of labour relations policies and procedures, Design appropriate interventions to build internal capacity in terms of labour relations, Develop and implement labour relations strategies to ensure Departmental compliance, Align consultative structures with trade unions including the Departmental Bargaining Chamber, Liaise with all stakeholders including senior managers, Department of Labour and all Public Service Bargaining Councils, Promote sound labour processes including effective management of dispute settlement, grievances and discipline, Represent the Department in relevant forums including conciliation and arbitration at the CCMA or Bargaining Councils, Facilitate and assist internal stakeholders with the development and implementation of employee relations strategies, operational policies that comply with prescribed Labour Relations statutes, Provide expert labour relations advice to managers and employees, Maintain awareness of, and communicate to the Department any relevant changes in all labour legislations, Determine and implement EE needs in consultation with Divisional Heads, Identify priority areas for intervention and advice on corrective action.

ENQUIRIES: Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS: Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za

FOR ATTENTION: Ms J Mchunu

CLOSING DATE: 14 September 2018 @ 12:00 pm

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

OTHER POSTS

POST 35/50: TOWN AND REGIONAL PLANNER REF NO: 074/2018 (Fixed Term Contract Ending 31 March 2019)
Chief-Directorate: Spatial Planning

SALARY: R585 366 – R630 597 all-inclusive salary package per annum based on OSD

CENTRE: Pretoria

REQUIREMENTS: A recognised Bachelor’s Degree (NQF 7) in Urban Town and Regional Planning with a minimum of 3 years’ experience in Human Settlements /Town and Regional Planning, Infrastructure delivery, Build Environment or related field. A Master’s Degree will serve as an added advantage. Must be registered with the South African Council for Planners as a Professional Planners.; Knowledge of: Town and Regional Planning Principles and methodologies; Research and development methodologies; Town and Regional Planning legal compliance. Competencies /
Skills: Must have Programme and project planning and management skills; Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Leadership qualities. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. The incumbent must be able to exercise professional judgement.

DUTIES: The successful candidate will be responsible to support the development and management of the Spatial Planning System and administer relevant legislation. This entails Developing and managing the National Spatial Development Policy and the National Spatial Development Framework and ensure integration of Spatial Planning Policy with government Planning Systems and processes. Develop norms, standards and guidelines for spatial planning and land use management and Coordinate, monitor and evaluate the implementation of National Spatial Development Policy and related legislation. Provide technical Support for decision making at CD level and conduct research.

ENQUIRIES: Ms J Mchunu Tel No: (012) 312-0462

POST 35/51: SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 073/2018
Directorate: Legal Services

SALARY: R448 269 - R1 084 437 all-inclusive salary package per annum based on OSD
CENTRE: Pretoria

REQUIREMENTS: An LLB Degree (NQF 8) or equivalent with a Minimum of 8 years legal practical experience. Admission as an attorney or advocate will serve as an added advantage. Competencies & Skills: Management skills including people management and empowerment. Programme/ Project skills and financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Procurement management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

DUTIES: The successful incumbent will be responsible for providing legal advice within the Department and render legal support on all correspondences with legal implications. This entails providing sound legal advice and litigation support to the Department. Preparing of legal opinions, drafting of contracts and the providing of general legal advice to the Principals and components in the DPME. Executing all administrative legal actions to ensure compliance. Managing of litigation matters. Drafting and amending of legal instruments. Monitoring of legal compliance with national, international and continental instruments and providing of advice on the drafting and monitoring of service level agreements. Monitoring/recommending of the Directorate’s statutory responsibilities in terms of PSA, PFMA and DPSA prescripts. Managing/supervising of effective and efficient Human Resources planning for the Directorate. Ensuring of effective and efficient business/operational and annual performance planning for the Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Directorate.

ENQUIRIES: Mr N Nomlala, Tel No: (012) 312-0452
ANNEXURE H

DEPARTMENT OF PUBLIC ENTERPRISES

APPLICATIONS: The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 1090 Infotech Building, Arcadia & Hilda Street, Hatfield 0028 or 642 Cnr Olivia street and Jacqueline Drive, Garsfontein Pretoria, Postal Address: P.O Box 394, Menlyn, 0063 or by email: dpe1@basadzi.co.za: Tel No: 012 998 8953/8049

FOR ATTENTION: Human Resources

CLOSING DATE: 14 September 2018

NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

MANAGEMENT ECHELON

Unit: Corporate Management
(This is a re-advertisement, applicants who previously applied must reapply)

SALARY: R1 446 378 per annum (all-inclusive flexible remuneration package consisting of basic salary of 70% and a 30% flexible portion that can be structured according to individual needs)

CENTRE: Pretoria

REQUIREMENTS: Applicant must be in possession of a postgraduate degree in Business Administration (NQF Level 8) as recognized by SAQA accompanied by 8-10 years’ experience at a senior managerial level. The successful candidate must be a dynamic and confident person. Knowledge and understanding of Public Service Regulatory Framework, strong leadership and management capability. Stakeholder management. Strategic thinking, problem solving skills, strong analytical skills and communication skills and Financial Management skills.

DUTIES: Direct and manage the provisioning of effective, efficient and economical financial and supply chain management services. Direct and manage the provisioning of effective, efficient and economical human resource and office management services. Direct and manage the provisioning of effective, efficient and economical human resource and office management services. Direct and manage the provisioning of effective, efficient and economical human resource and office management services. Direct and manage the establishment and maintenance of appropriate systems (analytical tools, information systems and models or projections of cost behavior) and policies to ensure effective and efficient management of financial resources and assets within DPE. Manage the provisioning of technically support services to the Head of Department and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999, the Treasury Regulations, Treasury Practice Notes and King IV Report. Manage processes for the formulation of creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Direct and manage the provisioning of human resource system development and planning services. Recruitment, selection and career management services. Employee benefit administration services. Employee relations services. Staff development services. Employee support services. Coordinate departmental mandate processes in the HRM space. Exercise delegated powers in terms of the provisions of the Public Service Act, 1994 and Public Service Regulations. Coordinate and facilitate processes to establish the HRM function as a strategic partner and ensure that-appropriate service delivery standards are established; and internal procedures and processes are on a continuous basis reviewed and aligned to add value to the operations of
the Department without compromising internal control arrangements. Direct and manage the provisioning of office and security management services. Manage a professional team of experts with a view to oversee and direct the provisioning of internal and external communication and media services. Provisioning of marketing and public relations services. Publication, webpage, intranet and graphic services; and customer care services. Represent the strategic intent (including funding) of the communication and marketing functions within the executive governance structures of the Department. Promote at executive management level the utilisation of IT as a strategic business process enabler. Oversee the development, maintenance and implementation of the DPME Master Systems Plan. Represent the strategic intent (including funding) of the IT and ICT functions within the executive governance structures of the Department. Oversee the development, maintenance and delivery on the Work Plan of the DGITO function. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit’s Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit’s human resources. Based on operational imperatives re-prioritise the allocation of resources within the Unit. Oversee strategic and annual planning processes for the Unit and ensure compliance with the DPE’s Strategic Planning and Performance Review Agenda. Direct the utilisation of technology in support of the Unit’s business processes.

ENQUIRIES
Ms Henriëtte Strauss Tel No: 012 431 1022

POST 35/53
DEPUTY DIRECTOR – GENERAL; SOC GOVERNANCE ASSURANCE AND PERFORMANCE
REF NO: DPE/ 2018/073
Unit: Governance Assurance and Performance

SALARY
R1 446 378 per annum (all-inclusive flexible remuneration package consisting of basic salary of 70% and a 30% flexible portion that can be structured according to individual needs)

CENTRE
Pretoria

REQUIREMENTS
A relevant post graduate qualification at NQF level 9 in Legal and/or Business Administration and/or Accounting. At least 8-10 years’ senior management experience of which 5 years’ must be at SMS level in the public service. The successful candidate must be a dynamic and confident person. Knowledge and understanding of Public Service Regulatory Framework, strong leadership and management capability. Stakeholder management. Strategic thinking, problem solving skills, strong analytical skills and communication skills and Financial Management skills.

DUTIES
Strategically direct and account for the provisioning of specialist SOC governance assurance services and report thereon. At a strategic level, direct and oversee the development and implementation of the DPE’s SOC governance policy and instruments frameworks inclusive of governance standards; governance assessment toolkits for the SOC Group; and the SOC Groups governance reporting framework. At a strategic level, manage the provisioning governance early warning services to the Stakeholder. Manage SOC governance review processes and at a technical level engage executive management of SOC’s on identified governance issues. Provide, through the Director-General, at a strategic level technical advisory services to the Minister as Shareholder on governance issues within a specific SOC. Provide, through the Director-General, technical advisory services to the Minister with regard to the appointment and management of SOC Boards. Strategically direct and account for the provisioning of specialist financial sustainability assurance services and report thereon. At a strategic level, direct and oversee the development and implementation of standardised financial monitoring, evaluation and reporting instruments for the DPE’s SOC Group. Manage at a strategic level due diligence processes for the assessment of funding instruments for SOCs in the Group and liaise with Treasury on the technical aspects of such instruments and state guarantees. Manage SOC governance
review processes and at a technical level engage executive management of SOC’s on identified financial sustainability and instrument issues. Provide, through the Director-General, at a strategic level technical advisory services to the Minister as Shareholder on financial sustainability issues within a specific SOC. Coordinate at a strategic level processes to analyse financial performance data of SOCs inclusive of developing sustainability models to inform aligned compact requirements. Coordinate at a strategic level processes to report to the Shareholder on the financial status of the SOCs in the Group. Strategically direct and account for the provisioning of specialist SOC operational risk profiling and mitigating services. Strategically direct the development of institutional capacity for the performance of a SOC Group risk management function, including policies and instruments. Strategically direct the development, maintenance and implementation of the DPE’s SOC Group’s Risk Register and mitigation strategies. Coordinate at a strategic level processes to analyse the impact of risk mitigation strategies and report thereon to inter alia also inform compact alignment requirements. Coordinate at a strategic level processes to provide the Shareholder with early warning services. Manage SOC risk assessment review processes and at a technical level engage executive management of SOC’s on identified risk issues and mitigation strategies. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Branch’s Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Mobilise technical support of the business support components to implement and maintain prescribed human resource, financial and supply chain management systems within the Branch. Direct, manage and account for the utilisation of the Branch’s human resources. Based on operational imperatives re-prioritise the allocation of resources within the Branch. Oversee strategic and annual planning processes for the Branch and ensure compliance with the DPE’s Strategic Planning and Performance Review Agenda. Strategically direct the utilisation of technology in support of the Branch’s business processes. Develop and maintain strategic partnerships in support of Branch’s operations.

ENQUIRIES

POST 35/54

DIRECTOR: DEPARTMENTAL INFORMATION TECHNOLOGY
REF NO: DPE/2018/074
Unit: Corporate Management
(This is a re-advertisement, applicants who previously applied must reapply)

SALARY

R1 005 063 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE

Pretoria

REQUIREMENTS

Degree in Computer Science/ Business and Information management. At least 5 years’ experience of middle/ senior management. Sound knowledge of multiple IT platforms/ disciplines (ie Operating Systems, IT facilities, IT Infrastructure, Knowledge Information Management). Disaster Recovery Planning and management abilities. Exposure to Content Management and Enterprise Resource Planning Systems will be an added advantage. Strong Communication, Customer management, Financial Management, Interpersonal skills and conflict management. IT Project, Analytical and Decision making skills. Business Analysis experience to ensure implementation of business decisions. Sound knowledge of Information Technology Infrastructure Library (ITIL), Cobit and TOGAF standards.

DUTIES

Align the Department’s information management (including information management systems) and information technology strategy (as enabler) with the strategic direction, management plans and business processes of the Department. Support the head of department, senior management and the other users in the department in the efficient and effective utilisation of information and information
technology as strategic resources to enable them to execute their functions efficiently and effectively. Manage the information technology function of the department and to ensure the establishment of sound information management systems. Establish an information plan, information technology and operational plans to give effect to the strategic direction and management plans of the Department. Develop an annual business plan and operating budget for the unit and monitor the implementation of these to ensure that business and financial targets are met. Develop departmental supporting information technology enabler policies and strategies, regulations, standards, norms, guidelines best practices and procedures. Facilitate the implementation of and adherence to the policies and strategies contained in the different plans and policies to ensure governance standards are met in the department. Promote effective management of information technology as enabler as strategic resources. Promote proper governance of ICT. Create and enabling environment for other managers to perform their functions more effectively and efficiently. Control the business agreement (BA) and service level agreements (SLAs) with SITA and/or other suppliers of information management and information technology goods and services. Utilisation of security mechanisms and ensure compliance to the relevant regulatory framework. Represent the Department at the GITO Council. Develop, implement and maintain the Risk Management strategy, as well as address risks faced by the Department.

ENQUIRIES: Ms Dineo Masilo Tel No: 012 431 1026

Branch: Corporate Management
(This is a re-advertisement, applicants who previously applied must reapply)

SALARY: R1 005 063 per annum (all-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to individual.

CENTRE: Pretoria

REQUIREMENTS: An appropriate degree in Security and Facility Management (NQF Level 7) as recognised by SAQA accompanied minimum of 5 years middle/senior managerial level experience in security and Facility Management. Operations, project management and business intelligence applications. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.

DUTIES: facilitate the implementation of the MISS and MPSS in the Department. Monitor departmental compliance with the standards set out in the MISS and MPSS and facilitate the implementation of corrective action. Develop the departmental security risk register and recommend mitigation strategies. Develop and facilitate the implementation of the departmental master security management plan. Manage processes to ensure a safe working environment for employees and visitors. Manage the provisioning of VIP security services in line with the diplomatic protocols. Manage the provisioning of events security services. Monitor and evaluate the performance of the service provider responsible for office security services in line with SLA requirements and facilitate corrective action. Liaise with security agencies on security threats and arrangements for the security detail of political office bearers. Provide early warning and security contingency planning advisory services to executive management. Investigate security breaches and report thereon, inclusive of reporting to the relevant security agency. Provide security assistance in liaison with SOCs Administer vetting services. Liaise with the National Security Agency and administer employee vetting processes. Provide technical support to establish the departmental security level regime. Manage the Service Level Agreement with the Landlord. Manage the provisioning of reception and switchboard services. Manage the provisioning of housekeeping services, provision of plants, water and the maintenance of the building; inclusive of all matters related to the provisioning of a healthy working environment for employees and compliance with Occupational Health and Safety Act imperatives. Manage the provisioning of Office space. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the
implementation of the Unit’s Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit’s human resources. Direct the utilisation of technology in support of the Unit’s business processes.

ENQUIRIES: Mr George Malatsi Tel No: 012 431 1117
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: 17 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 POSTS

POST 35/56: DEPUTY DIRECTOR: HIV/AIDS, TB AND STI MANAGEMENT PROGRAMME

REF NO: DPSA18/015

Purpose: To provide policy frameworks and provide support in HIV/AIDS, TB and STI prevention, management, care and support within the Public Service.

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

CENTRE: Pretoria

skills. Ability to apply technology communication and information management. Ability to work in a collaborative environment with key stakeholder. Computer literacy, a valid driver’s licence. Skills in decision-making, people management. Be able to conduct research and report writing skills.

**DUTIES**: Provide support to Departments on the implementation of Employee Health and Wellness Strategic framework. Conduct Systems monitoring audit and provide feedback. Provide support to Senior Managers on SANAC related matters regarding the management of HIV in the workplace. Documenting and synthesizing inputs from Public Participation process/consultation with SANAC stakeholders in government, business, trade unions and civil society organizations. Development of project plan with activities, time frames and budget on the National HIV&AIDS and TB Management Capacity Development Plan. Consolidate reports from the national and provincial departments and submit to the SANAC and Presidency on a quarterly basis. Provide activities within the Chief Directorate. To conduct need-based capacity building for the implementation of EHW policies and programmes. Monitor and evaluate the Implementation of HIV/AIDS, TB and STI programmes in the public service. Monitor EHW compliance standards, analyse the reports and provide feedback to departments. Be able travel extensive across the provinces.

**ENQUIRIES**: Mr. Robert Foromo Tel No: 012 336 1579

**POST 35/57**: PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR - GENERAL: SERVICE DELIVERY REF NO: DPSA/18/016

**SALARY**: R242 475 per annum (Level 07). Annual progression up to a maximum salary of R285 630 per annum is possible subject to satisfactory performance

**CENTRE**: Pretoria

**REQUIREMENTS**: A Senior Certificate and a Diploma in Office Management or related field of study or equivalent qualification (NQF level 5). 1-2 years experience in Office Administration in a similar working environment. Knowledge of the Public Service Regulations. Good interpersonal skills to work in a team with a strong Batho Pele orientation. Ability to pay attention to detail and deal with confidential and sensitive matter. Good telephone etiquette. Good verbal and written communication skill with the ability to communicate across levels and ranks. Ability to handle multiple task. Manage time well and work under pressure with minimal supervision. Sound knowledge of Microsoft Office suite. Be prepared to work extra hours.

**DUTIES**: To render administrative and secretarial support to the Deputy Director-General (DDG), including general office management, diary management, support the manager with administration of the budget, respond to office queries telephonically or by mail, manage incoming and outgoing correspondence. Establish and maintain a filing and document management. Undertake follow-ups on issues raised by the DDG to stakeholders (internal and external). Co-ordinate travel arrangement for the DDG and prepare S&T claims. Manage stationery and equipment for the office of the DDG.

**ENQUIRIES**: Ms. Tsholofelo Mathabathe Tel No: (012) 336 1088
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: 14 September 2018 at 16:00

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

MANAGEMENT ECHELON

POST 35/58 : CHIEF DIRECTOR: PROVINCIAL SHARED SERVICE CENTRE (REF NO: 3/2/1/2018/270)

Chief Directorate: Provincial Shared Service Centre
This is a re-advertisement; applicants who applied previously must reapply

SALARY : R1 189 338 per annum (Level 14) (all inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Limpopo (Polokwane)

REQUIREMENTS : Bachelor's degree or Advanced Diploma in Public Management/Public Administration/Business Administration/Legal/Agriculture (NQF 7) plus 10 years of experience at managerial level of which 5 years of experience at a senior managerial level as per DPSA directive. Proven experience in Project Management. Job related knowledge: Ability to implement an outcome based performance management approach; Ability to coordinate the office of the Provincial Shared Service Centre (PSSC) to achieve departmental objectives; Ability to initiate and coordinate the implementation of strategic rural development projects to improve service delivery; Ability to develop and implement corporate governance framework and ensure that the PSSC functions are effectively and efficiently implemented; Ability to develop and implement corporate performance monitoring programme; Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of policies, procedures and processes. Job related skills: Good monitoring and evaluation; Good problem solving; Ability to design and implement change management programmes; Ensure good customer care. A valid driver’s licence. Willingness to travel. Ability to interact at all levels within management and Inter-Governmental Relation (IGR) context.
DUTIES : Drive the implementation of the integrated operational plan of the department in the province. Manage the relationship with the Provincial Government and Districts Municipalities in order to achieve transversal national strategic objective. Facilitate and coordinate provincial Comprehensive Rural Development Programmes (CRDP’s). Ensure CRDP quality and oversee Monitoring and Evaluation. Facilitate comprehensive reporting on national outcomes in line with the programme of action. Liaise and interact with relevant stakeholders in the province. Represent the department interaction in coordinating delivery forums. Develop and implement system to support CRDP’s. Develop and implement service level agreements with line functions. Implement resolutions of the provincial coordinating committee meetings and submit monthly management reports. Chair the provincial delivery forum. Manage the provincial human resource functions in conjunction with line managers. Coordinate budget management in the province with the respective responsibility management in the province. Ensure effective outcome-based performance systems. Coordinate supply chain management services.

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 : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 35/59 : DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT (REF NO: 3/2/1/2018/271)
Directorate: Programme Management Support

SALARY : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Pretoria

REQUIREMENTS : Degree/National Diploma (NQF Level 6) in Public Administration or Public Management. 3 years appropriate experience at management level. Job related Knowledge: PFMA; Human Resource Management; Internal control and Risk Management; Project management principles and tools; Public Service administrative policies and guidelines, and Treasury Regulations. Job related skills: Project management; Team management; Financial management; Interpersonal relations; Budget management; Computer literacy; Resource planning; Problem solving and decision making; Time management; Business; Communication; Writing and analytical. A valid driver's licence.


62
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, Indian and White females and Persons with disabilities are encouraged to apply.

POST 35/60: CHIEF LAND RESEARCH SPECIALIST: CONVEYANCING (REF NO: 3/2/1/2018/272)
Directorate: Property Research and Support

SALARY: R356 289 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: Degree in Property Management or Law. 3 years experience in Property Management, Portfolio Immovable Assets Management or Land Administration. Job related knowledge: Property research techniques; Interpretation of relevant legislation on land administration and Immovable Properties. Job related skills: Ability to interpret title deeds and any other legal documents; Project management; Communication (written and verbal); Interpretation relations; Computer literacy; Research and Analytical; Planning and organising. Ability to work in a team as well as independently. A valid driver licence.

DUTIES: Prepare and provide vesting registrations. Record request for the registration of transaction from stakeholders. Obtain original title deeds to and from property research unit. Verify applications/documents from conveyance for confirmation. Prepare motivation for payment of services rendered by conveyances. Conduct follow-up’s and updates progress on matters referred. Prepare and provide disposal registrations. Prepare and provide servitudes registrations. Prepare and provide other registrations in terms of the Deeds Registration Act. Administer conveyancing records. File original approved submissions and copies of original item 28(1) Certificates. Maintain the updated information on the law and Title Deed Manager System. Prepare and provide reports and statistical information on conveyancing. Compile monthly, quarterly and annual reporting. Provide statistical returns. Write submissions.

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 Coloured females and Persons with disabilities are encouraged to apply.

Directorate: Strategic Land Acquisition

SALARY: R299 709 per annum (Level 08)
CENTRE: Gauteng (Pretoria)
REQUIREMENTS: An appropriate 3 years Bachelor’s Degree/National Diploma in Economic or Natural Science. 2-3 year’s relevant working experience. Job related knowledge: Understanding and interpretation of budget management; Project management; Departmental land reform programmes, legislation and procedures; Understanding of the value-added development of communities. Job related skills: Project management; Financial management; People management; Performance management; Conflict resolution; Facilitation; Capacity building and good negotiation; Map reading, analysis and interpretation. A valid driver’s licence. Willing to travel and work irregular hours.

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

APPLICATIONS: Applications can also be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sancardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0007.

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


SALARY: R163 563 per annum (Level 05)
CENTRE: Pretoria

REQUIREMENTS: Grade 12/Senior Certificate. Job related knowledge: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Insight of the public service financial legislations procedures and Treasury Regulations (PFMA, DORA, PSA, PPPFA, Financial manual); Basic financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Planning and organisation; Computer literacy; Flexibility; Communication (verbal and written); Interpersonal relations; Basic numeracy. Team work. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines. A valid driver's licence.

DUTIES: Clear the debt and suspense accounts. Check suspense account on a daily basis and capture journals to clear the account. Check debt account on a monthly basis. Make refund and change status of the account. Monitor debt collection. Issue letters of demand to customers. Make follow ups on final letters issued. Make telephonic contact with debtors. Scrutinise debtor files and discuss and recommend to increase payment instalments. Ensure that the debt is deducted once off or in monthly instalments (in service debtor). Stop salary deductions of fully paid accounts. Contact the debtor to ensure the collection of the debt (out service debtors). Default debtors forwarded to debt collection agency for collection. Attend to all telephonic enquiries. Forward difficult cases to the direct supervisor. Obtains allocations for irrecoverable debt. Capture the irrecoverable debt on the system. Register new debts. Register new debts on BAS and Debt Management System. A written explanation must be attached to debts forwarded to debt collection that are over 3 months from its originated date. Control debtors register. Daily update of the electronic debt register and submit to supervisor. Request statements. Request statements from Syscom, post one to the debtor and attached a duplicate to the file. Search new addresses for letters of demand returned.

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


SALARY: R163 563 per annum (Level 05)
CENTRE: Western Cape (Cape Town)
REQUIREMENTS:
A Grade 12/ Senior Certificate. Job related knowledge: Registry duties, practices as well as the ability to capture data and operate computer; Working knowledge and understanding of the legislative framework governing the public service; Storage and retrieval, procedures in terms of the working environment; Understanding of the work in registry. Job related skills: Planning and organising; Computer literacy; Interpersonal relations; Communication (verbal and written). Ability to work under pressure. Meeting deadlines.

DUTIES:
Implement human resource administration practices. Invite candidates for interviews and make travelling arrangements. Compile programme and prepare documents for interviews. Provide new appointees with prescribed personnel forms. Address human resource administration. Record and keep register of sections leave plans. Check leave applications for completeness and capture. Check housing/rental benefits applications for completeness and capture. Check bursary application for compliance and completeness and submit. Check termination of service documentations for compliance and completeness. Check PAs, PRDs and PADs for completeness and compliance and submit to supervisor. Capture verified PAs, PRDs and PADs and submit report to supervisor. Record all identified training needs from PDP forms and submit to supervisor. Facilitate DAC meetings and record minutes. Prepare letters of outcomes and submit to supervisor. Check completeness of probation reports and capture. Handling of salary advices. Reconcile payroll certificate with salary advices, take remedial action and distribute. Check payroll certificate for signatures and provide comments and submit. Submit copy of payroll certificate for filling.

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

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

**DEPARTMENT OF WATER AND SANITATION**

**APPLICATIONS**

**Head Office (Pretoria):** Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole.

**Midmar Dam:** Please forward your applications quoting the relevant reference number to, Department Water and Sanitation, Private Bag X24, Howick, 3290 or hand deliver at R103 Prospect Road, Midmar Dam, Howick, 3290. For Attention: Ms T Sindane.

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

**CLOSING DATE**

14 September 2018

**NOTE**

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

**MANAGEMENT ECHELON**

**POST 35/64**

**DIRECTOR: WASTE WATER SERVICES REGULATION REF NO: 140918/01**

This is a re-advertisement; applicants who have previously applied are encouraged to re-apply

Branch: Regulations

**SALARY**

R1 005 063 per annum Level 13 (all inclusive package)

**CENTRE**

Head Office Pretoria

**REQUIREMENTS**

A B-Degree or NQF Level 7 qualification in Natural Science. Six (6) to ten (10) years management experience in the water sector within the regulatory environment of which five (5) years of experience at a Middle or Senior management level. A valid driver’s Licence (certified copy must be attached). The appointed candidate will be required to make decisions which will have an implication on the health and livelihoods of the South African people and to ensure discharge of effluent safe for the environment. Understanding of the water sector and a working knowledge of legislation applicable to Local Government, good knowledge and interpretation of Departmental standards on Waste Water Quality. Knowledge of water services policies and existing regulation in water services. Innovative, strategic and integrated thinking skills have an interactive nature and are able to work as part of a team. An excellent verbal and written communication skill including public speaking is essential. Excellent negotiation skills. Project and
Programme Management, Policy & Strategy Development, good knowledge of wastewater risk abatement planning and must be able to interact with the key sector stakeholders, including water boards, other government departments, civil society organizations, etc. Willingness to travel and work irregular hours. Ability to work independently and use own initiative. Ability to adapt to a dynamic environment. Promote knowledge sharing and learning through participation and building support to African Forum for Water Utilities (AFUR) Network, WIN-SA, Water Institute of Southern Africa, Institute of Municipal Engineering of Southern Africa and other institutions.

**DUTIES**

Ensure implementation of the Green Drop Certificate Programme and development thereof and monitor compliance to wastewater effluent standards and investigate and report on consumer complaints. The successful candidate will be responsible for monitoring and evaluation of section 41 and 73 interventions on high risk priority wastewater cases, monitoring and evaluation according to section 19 of the National Water Act, 1998 (Act No 36 of 1998) and monitoring and evaluation of execution of action plans to rectify non-compliances. Continuous development and maintenance of the Green Drop System (GDS) within the Integrated Regulatory Information System (IRIS) and effective Helpdesk that is of assistance to the sector (facilitate use of the GDS by the sector) & trained staff to give effect to Regulation 2834. Finalise the development of the Water Sector Regulation framework focusing on the Institutional Model of Water Services and alignment with Water Resources. Roll out Water Services Regulation Strategy in the sector and capacitate regions to implement and work with South African Local Government Association on development of local regulation.

**ENQUIRIES**

Ms. L. Mokoena, Tel No: (012) 336 6574

**OTHER POSTS**

**POST 35/65**

**DEPUTY DIRECTOR: SHARED WATERCOURSES (SWC) REF NO: 140918/02**

Branch: International Water Cooperation (IWC)

**SALARY**

R697 011 per annum (all inclusive package), (Level 11)

**CENTRE**

Head Office Pretoria

**REQUIREMENTS**


**DUTIES**

Develop regional and international cooperation of bilateral / multilateral agreements. Provide advise on the impact of relevant programmes with reference to impact on Departmental priorities. Identify opportunities and manage strategic partnerships with local and international stakeholders. Coordinate the implementation of funded and strategic programmes and projects. Conduct research and report findings and recommendations that advances the objectives of the Department of Water & Sanitation (DWS). Provide relevant support to the DWS Principals on Water Management issues within the relevant Commissions and Committees. Write minutes and reports of the Commissions and Committee meetings. Provide protocol service for the local and international stakeholders. Strengthen relations with shared watercourses / riparian states in support of the SADC and African Agenda. Draft speeches, briefing notes, submissions,
memorandums and reports on shared watercourses projects and programmes.
Ensure proper management of Staff in the Directorate.

ENQUIRIES
Mr. T Tlala, Tel No: (012) 336 6632

POST 35/66
ENGINEER (PRODUCTION) GRADE A REF NO: 140918/03
Directorate: Infrastructure Development and Maintenance, Sub-Directorate: Sanitation

SALARY
R679 338 per annum (all inclusive OSD salary package, offer based on proven years of experience)

CENTRE
Mbombela

REQUIREMENTS
Engineering Degree (B Eng/ BSC (Eng). Three (3) years post-qualification engineering experience. Compulsory registration with the ECSA as a Professional Engineer (proof of registration must be attached). A valid driver's license (certified copy must be attached). Programme and project management. Engineering design and analysis knowledge. Research and development. Technical report writing. Team leadership, planning and organizing and analytical skills. Financial, conflict and people management. Computer literacy.

DUTIES
Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Develop cost effective solution according to standards. Evaluate existing technical manuals, standard drawing and procedures to incorporate new technology. Analyses and advises on the planning, design, construction and maintenance of wastewater systems and water supply systems, including collection, treatment, storage, distribution and discharge. Development of planning / operation models or decision support systems for water resource development / management. Develop tender specifications. Development of Business Plan. Approve engineering works according to prescribed norms and standards. 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. Ensure adherence to regulations and procedures for procurement and personnel administration. Manage Human Resources. Monitor and control expenditure. Report on expenditure and service delivery. Liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES
Mr. P.H Ntabeni, Tel No: 013 759 7306

POST 35/67
SENIOR COMMUNITY DEVELOPMENT OFFICER REF NO: 140918/04
Branch: Operational Integration Mpumalanga
Directorate: Water Sector Support, Sub-Directorate: Sanitation

SALARY
R299 709 per annum (Level 08)

CENTRE
Mbombela

REQUIREMENTS
Degree or National Diploma in Social Sciences. Three (3) to Five (5) years relevant experience. A valid driver's license (certified copy must be attached). Computer literacy (Ms Word, Excel and PowerPoint). Strategic and operational plan management. Knowledge and experience of policy implementation; monitoring and evaluation principles. Knowledge and experience of project management and professional development. Good verbal and written communication skills. Conflict management.

DUTIES
Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stakeholders. Liaise and co-ordinate with relevant role players, internal and external stakeholders. Support communities and perform administrative support on community development and related activities. Ensure the implementation of water regulatory framework. Ensure the planning of water programmes. Ensure the monitoring and evaluation of water and sanitation programmes.

ENQUIRIES
Mr RM Mbambo, Tel No: 013 759 7320
POST 35/68: ARTISAN PRODUCTION GRADE A (MECHANICAL) REF NO: 140918/05 (X4 POSTS)
Branch: NWRI (Eastern Operation)

SALARY: R179 523 per annum (OSD)
CENTRE: Midmar Dam
REQUIREMENTS: Appropriate trade test certificate. Valid driver’s licence (certified copy must be attached). Knowledge of technical analysis, computer -aided technical applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analysis, decision making, team work and analytical skills. Creativity, self-management, customer and responsiveness. Communication and computer skills. Planning and organizing skills.
DUTIES: Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Tests repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff's continuous individual development to keep up with new technologies and procedures.
ENQUIRIES: Mr. V.J Buthelezi Tel No: 033 239 1900

POST 35/69: ARTISAN PRODUCTION GRADE A (ELECTRICAL) REF NO: 140918/06
Branch: NWRI (Eastern Operation)

SALARY: R179 523 per annum (OSD)
CENTRE: Midmar Dam
REQUIREMENTS: Appropriate trade test certificate. Valid driver’s licence (certified copy must be attached). Knowledge of technical analysis, computer -aided technical applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analysis, decision making, team work and analytical skills. Creativity, self-management, customer and responsiveness. Communication and computer skills. Planning and organizing skills.
DUTIES: Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Tests repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff's continuous individual development to keep up with new technologies and procedures.
ENQUIRIES: Mr. V.J Buthelezi Tel No: 033 239 1900

POST 35/70: ASSISTANT TECHNICAL OFFICER REF NO: 140918/07
Branch: Planning and Information, Directorate: Spatial and Land Information Management

SALARY: 163 563 per annum (Level 05)
CENTRE: Head Office Pretoria
REQUIREMENTS: A Senior Certificate with Mathematics / Mathematics Literacy. Computer literacy. Basic knowledge in handling laboratory equipment. A valid driver’s license (Certified copy must be attached). Basic problem solving skills. Good communication, interpersonal and organising skills. Willingness to acquire new skills.
DUTIES: Maintenance and monitoring measuring equipment’s. Maintenance of technical equipment for monitoring stations. Make available information / materials for maintaining monitoring stations. Capture monthly water-related measurements. Collect water samples according to set standards and register the samples on the

ENQUIRIES
Ms C Rajah, Tel No: 012 336 8130
DEPARTMENT OF WOMEN

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

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

FOR ATTENTION: Ms Thoriso Siko Tel No: 012 359 0225

CLOSING DATE: 14 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 and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). If the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply. Appointment(s) will only be made on the first notch of the advertised salary level.

OTHER POSTS

POST 35/71:

DEPUTY DIRECTOR: RESEARCH, POLICY ANALYSIS AND COORDINATION
(REF NO: DOW/007/2018)

SALARY: R697 011 fully inclusive package per annum (Level 11)

CENTRE: Pretoria

REQUIREMENTS: Appropriate three year degree in Development Studies, Economics, Statistics, Public Policy, Social Sciences or relevant NQF level 7 qualification. A post-graduate qualification in any of these fields will be an added advantage. Applicants must have a minimum of five years’ experience in public policy development and analysis and research, including at least three years’ experience at a supervisory level. Knowledge and understanding of evidence-based public policy cycle as well as women’s empowerment, gender equality and gender mainstreaming is essential. Candidates must have excellent analytical and conceptual skills and be well-versed in both quantitative and qualitative data collection and analysis, interpretation and report writing. Understanding of knowledge management will be an advantage. Proficiency in MS programmes and data analysis packages (e.g. SPSS). Candidate should have the ability to liaise with clients and service providers and demonstrate proficiency in both verbal and written communication and good computer skills; able to work independently without direct supervision as well as in a team and be able to work effectively under pressure. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES: Coordination, management, planning and execution of research and policy relating to gender mainstreaming, women’s empowerment, gender equality, and rights initiatives. Manage the coordination, identification and acquisition of research findings/reports. Provide research and policy advice and support services to the Department and relevant stakeholders on women’s empowerment and gender equality. Undertake development, review, analysis and coordination of government policies, programmes and plans to inform measures for women’s empowerment and gender equality. Undertake primary research projects. Professionally liaise with clients and appropriate stakeholders. Use relevant
software packages and programmes for advanced data analysis. Interpret research results and prepare research reports for sharing with relevant stakeholders. Provide assistance in general managerial tasks to ensure optimal resource management in the Chief Directorate. Work as part of a project team in the Department.

ENQUIRIES : Mr T Mukwevho Tel No: 012 359 0430
NOTE : short-listed candidates will be subjected to a technical exercise.

POST 35/72 : ASSISTANT DIRECTOR: ECONOMIC EMPOWERMENT AND PARTICIPATION (REF NO: DOW/008/2018)

SALARY : R356 288 basic salary per annum plus benefits (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Appropriate diploma in Social or Economic or Development Sciences or appropriate NQF 6 qualification in a related field. Minimum three (3) years practical experience in the field of development/political economics, gender activism, gender research and knowledge management, gender mainstreaming. Knowledge of government priorities, prescripts and policies; intergovernmental functioning and gender-critical stakeholders; business and financial environment and related stakeholders; government and private sector economies of scale. Advanced verbal communication and report writing skills: demonstrative negotiation, networking and interpersonal relations skills. Creative and innovative thinking: ability to coordinate and organise: computer proficient. Research and problem solving skills. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES : Promote policies and programmes that mainstream the economic empowerment and participation of women; participate in activities towards the implementation of policies and programmes for women’s empowerment, participation and delivery in the mainstream economy; engage in economic opportunities that are accessible to women to promote gender equality; engage in the development of intervention plans for women’s access and participation in formal economic systems; engage in interventions that promote women’s access to funding opportunities industrialisation and beneficiation.

ENQUIRIES : Mr P Maponyane Tel No: 012 359 0219
THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of “Top Secret”.

APPLICATIONS : Hand deliver at Government Avenue, Union Buildings, Pretoria or email Cleaner@presidency.gov.za
FOR ATTENTION : Ms Kefilwe Maubane
CLOSING DATE : 14 September 2018
NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 35/73 : CLEANER
Directorate: Corporate Support Services

SALARY : R96 549 per annum (Level 02)
CENTRE : Cape Town

REQUIREMENTS : Applicants must be in possession of an ABET qualification and experience in the cleaning of a Prestige environment will be an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Must have the ability to operate elementary cleaning machines and equipment. Willing to work extended hours, when necessary. Must be physically able to move heavy items (i.e. loading of steel trunks, moving furniture and disposing shredded paper), which would be tested during the interview process.

DUTIES : The incumbent will be responsible to provide a proper cleaning and hygiene services at public areas, store rooms and offices to ensure a clean and hygienic environment. Assist with the moving, loading and off-loading of official assets to ensure services requested by other units are rendered and to assist with the moving of ceremonial equipment and laying of red carpets to ensure that services are rendered during state and official visits. Assist with work related matters within the Directorate in cases of absenteeism and emergencies within and outside the working areas to ensure that services are rendered. Assist with the cleaning of official assets used at offices, public areas, meetings and state visits (ceremonial equipment, glassware and linen). Performing and assisting with team work. Responsible for the storing of cleaning materials and equipment and for the cleaning of the equipment. Report broken official assets. Request cleaning materials and equipment from stores for cleaning. Report building defects in the working areas.

ENQUIRIES : Ms B Mahlangu Tel No: (021) 464 2240
PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER

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

APPLICATIONS
Posted to: Ms. Lerato Motsie, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Lerato Motsie, Room 8, Ground floor, OR Tambo House, Bloemfontein or e-mail lerato.motsie@fspremier.gov.za (Kindly note that applicants needs to verify @ 051 4055276 whether application is received due to problems experience with our e-mails)

CLOSING DATE
14 September 2018

NOTE
Directions to applicants: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver’s License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

MANAGEMENT ECHELON

POST 35/74
DIRECTOR: HUMAN RESOURCE ADVICE, COORDINATION AND MANAGEMENT REF NO: 01/2018

SALARY
An all-inclusive salary package of R1 005 063 per annum Level 13. The remuneration package includes a basic salary, State’s contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE
Bloemfontein

REQUIREMENTS
A SAQA recognized undergraduate or equivalent qualification (NQF Level 7); and a minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector. Key Competencies and Skills: Displays proven ability to co-ordinate a cross section of activities in human resource and labour relations fields. Proven ability to co-ordinate, monitor and evaluate systems and processes with regard to human resources and labour relations and to advice thereon. Display an above average ability to communicate (written and verbal) on high-level ideas, issues to variety of audiences in tactful and influential manner. Effective organizational skills and strong leadership and management skills. Display conflict management and negotiation skills. Able to motivate and influence staff to achieve the objectives of the Department. Ability of work under pressure and tight deadlines. Act in professional, committed and client orientated manner. Display
integrity, loyal and trustworthy nature. Display an ability and willingness to solve problems.

**DUTIES**

It is expected of the candidate to give strategic direction on and develop and oversee the implementation of transverse human resource strategies, including labour relations for Free State Provincial Government and the management of the internal human resource function for the Office of the Premier: Identify, develop and monitor transverse human resource and labour relations issues that impact on Free State Provincial Government by facilitate and co-ordinate the development of policies/strategies for FSPG on transverse human resource and labour relations issues. Provide strategic direction, specialist advice and build capacity with regard to transverse human resource and labour relations matters; Collate, disseminate, interpret, and advise on transverse human resource information, statistics, and data. Collate and develop transverse human resource documents and provide recommendations to the Premier and Director General on these issues for example, Employment Equity, Human Resource Planning etc. Ensure that intra- and interdepartmental flow of human resource information takes place. Facilitate and co-ordinate transverse human resource and labour relations projects, contracts and service level agreements in Free State Provincial Government. Facilitate and co-ordinate the development and maintenance of a provincial transverse human resource and labour relations forums for Free State Provincial Government. Represent/serve the FSPG in various labour relation structures nationally and provincially. Render an internal labour relation service for the Office of the Premier. Render an internal human resource management and registry function for the Office of the Premier. Develop/Customise human resource policies and strategies for the Office of the Premier including the development and maintenance of an Employment Equity Plan, Human Resource Plan, Human Resource Oversight report, departmental procedure and policy directives on human resources etc. Render an effective and efficient personnel registry and general registry service for the Office of the Premier. Develop and implement an employee assistance programme for officials in the Office of the Premier.

**ENQUIRIES**

Aubrey Josiah, Chief Director: Corporate Reform, Tel No: 051 405 4756

**NOTE**

The successful candidate will be required to enter into a performance agreement within 3 months after assumption of duty; and will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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.

**POST 35/75**

**DIRECTOR: EXECUTIVE SECRETARIAT SERVICES**

**REF NO: 03/2018**

**SALARY**

An all-inclusive salary package of R1 005 063 per annum Level 13. The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

**CENTRE**

Bloemfontein

**REQUIREMENTS**

A SAQA recognized undergraduate qualification (NQF Level 7) and a minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector. Knowledge of Public Administration and the Public Service Legislation. Knowledge of administrative support to political office bearers. Project management, financial, organizing and effective communication skills.

**DUTIES**

To manage the following secretariat services in line with the Free State Cabinet System so as to ensure that an effective administrative / secretariat support services is provided: Executive Council; EXCO Cluster; IDM; IDM Technical Committees; Central Procurement Committee and Office of the Premier. To co-ordinate all activities related to the above. To facilitate and monitor the effective
THE IMPLEMENTATION OF THE FREE STATE CABINET SYSTEM. TO MANAGE AND STRATEGICALLY PLAN ALL RESOURCES.

ENQUIRIES: Mr. A.J. Venter, DDG: Corporate Administration and Coordination, Tel No: 051 405 4926

NOTE: This appointment is subject to the signing of an employment contract, a security clearance and an annual performance agreement. The successful candidate will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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.

OTHER POSTS

POST 35/76: DEPUTY DIRECTOR: HUMAN RESOURCE ADVICE AND MANAGEMENT REF NO: 02/2018

SALARY: An all-inclusive salary package of R826 053 per annum Level 12. The remuneration package includes a basic salary, Employer’s contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, housing allowance, medical aid assistance and non-pensionable cash allowance.

CENTRE: Bloemfontein

REQUIREMENTS: The candidate must be in possession of a tertiary qualification in the Human Sciences or related field and/or relevant experience in human resources management. Relevant experience in the co-ordination of a cross section of activities and people. Recommendations: Special knowledge of relevant legislation, policies, policy analysis and policy development. Special knowledge of co-ordinating, monitoring and evaluation mechanisms, systems and processes.

DUTIES: It will be expected of the successful candidate to perform the following duties: Facilitate and co-ordinate the development of policies/strategies for the Free State Provincial Government on transverse human resource issues including employment and other personnel practices, conditions of services, human resource reform etc. Review and maintain transverse human resource policies/strategies in Free State Provincial Government. Monitor and report on the implementation of human resource policies/strategies in Free State Provincial Government. Provide specialist advice and training on transverse human resource matters. Collate, disseminate, interpret and advise on transverse human resource information, statistics and data including the submission of quarterly surveys to SA Statistic’s. Collate and develop transverse human resource documents and provide recommendations through the Director to the Premier and Director General on these issues for example Employment Equity, Human Resource Planning etc. Ensure that intra- and interdepartmental flow of human resource information takes place. Facilitate and co-ordinate transverse human resource projects in Free State Provincial Government. Facilitate and co-ordinate Compensation Commissioner issues in Free State Provincial Government. Facilitate and co-ordinate the development and maintenance of a provincial advertisement contract for Free State Provincial Government. Render secretariat services to a number of transverse human resource forums in the Free State Provincial Government. Render an effective and efficient Human Resource Provisioning Service for the Office of the Premier including recruitment and selection of staff, appointments, establishment control etc. Render an effective and efficient Human Resource Maintenance Service for the Office of the Premier including the administration of service benefits and allowances, termination of service and civil pensions, injury on duty etc. Develop/Customise human resource policies and strategies for the Office of the Premier including the development and maintenance of an Employment Equity Plan, Human Resource Plan, Human
Resource Oversight report, departmental procedure and policy directives on human resources etc. Render an effective and efficient personnel registry and general registry service for the Office of the Premier. Ensure that the resources of the component are utilized effectively and efficiently. Ensure that performance and development plans are in place for all personnel of the Component and managed on an ongoing basis.

**ENQUIRIES**
Aubrey Josiah – Chief Director: Corporate Reform Tel No: 051 405 4829/4756

**POST 35/77**
DEPUTY DIRECTOR: ECONOMIC INVESTMENT AND EMPLOYMENT CLUSTER REF NO: 04/2018

**SALARY**
An all-inclusive salary package of R826 053 per annum Level 12. The remuneration package includes a basic salary, Annual Service Bonus, the Employer’s contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a car allowance, Medical Aid contribution, 13th cheque, motor car allowance, housing allowance and non-pensionable cash allowance.

**CENTRE**
Bloemfontein

**REQUIREMENTS**
The candidate must be in possession of degree in Public Administration or appropriate equivalent qualification and/or appropriate project management experience. Special knowledge of Public Administration and the Public Service Legislation. Knowledge of administrative support of political office bearers. Project management, financial management, analytical thinking and strategic planning skills.

**DUTIES**
To overall plan, monitor, report and render advice on the implementation of projects emanating from the FSDP via EXCO Clusters. To attend all meetings of the various EXCO Clusters for purposes of co-ordinating their activities insofar as the implementation of projects are concerned to avoid overlapping and to prevent duplication. To render technical assistance to Sub-Programme Managers and/or Departmental Project Managers insofar as the implementation of projects are concerned as per individual Cluster. To manage and plan all resources in ensuring the effective utilization thereof.

**ENQUIRIES**
Mr. Mokalobe, Tel No: 051 405 4018

**POST 35/78**
DEPUTY DIRECTOR: SOCIAL CLUSTER REF NO: 05/2018

**SALARY**
An all-inclusive salary package of R826 053 per annum Level 12. The remuneration package includes a basic salary, Annual Service Bonus, the Employer’s contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a car allowance, Medical Aid contribution, 13th cheque, motor car allowance, housing allowance and non-pensionable cash allowance.

**CENTRE**
Bloemfontein

**REQUIREMENTS**
The candidate must be in possession of degree in Public Administration or appropriate equivalent qualification and/or appropriate project management experience. Special knowledge of Public Administration and the Public Service Legislation. Knowledge of administrative support of political office bearers. Project management, financial management, analytical thinking and strategic planning skills.

**DUTIES**
To overall plan, monitor, report and render advice on the implementation of projects emanating from the FSDP via EXCO Clusters. To attend all meetings of the various EXCO Clusters for purposes of co-ordinating their activities insofar as the implementation of projects are concerned to avoid overlapping and to prevent duplication. To render technical assistance to Sub-Programme Managers and/or Departmental Project Managers insofar as the implementation of projects are concerned as per individual Cluster. To manage and plan all resources in ensuring the effective utilization thereof.

**ENQUIRIES**
Mr. Mokalobe, Tel No: 051 405 4018
ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

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

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

CLOSING DATE : 14 September 2018, 12h00. No late applications will be considered.

NOTE : Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. NB: For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

POST 35/79 : ASSISTANT DIRECTOR: LABOUR RELATIONS (REF NO: REFS/003146)
Directorate: Human Resource Management

SALARY : R356 289 per annum (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : Grade 12 plus Bachelor Degree (NQF Level 7)/National Diploma (NQF Level 6) in Labour Relations/Human Resources Management or relevant qualification as recognised by SAQA. 3-5 years’ experience in Labour Relations. Valid driver’s license. Competencies: Computer Literacy. Knowledge of grievance management, collective bargaining and dispute resolution and other relevant legislation. Conceptual and analytical thinking. Decision making. Written and verbal communication skills. Client orientation and customer focus.

DUTIES : Manage and deal with grievance resolution processes, discipline management and dispute resolution management and prevention thereof. Gather, analyze and interpret trends information with a view to address and resolve grievances, disputes and facilitate discipline where necessary. Provide expert advice and possible interventions based on the observed trends on measures that can be employed to avoid grievance, discipline and disputes. Monitor and give advice on the implementation of all resolutions entered into by various bargaining councils applicable within the public service as and when called upon to. Prepare and submit reports on labour relations matter including monthly, quarterly and annual basis. Provide training and awareness campaign on Labour Relations matters in the Department. Manage and maintain the database of labour relations cases. Coordinate the Departmental Standing Committee and act as Secretariat thereto. Comply with all duties of the employer in terms of the applicable legislative framework. Provide expert advice on all Labour Relations matters.

ENQUIRIES : Ms I Thanjekwayo, Tel No: (011) 240 3085

POST 35/80 : ASSISTANT DIRECTOR: ORGANIZATION DESIGN & HR PLANNING (REF NO: REFS/003147)
Directorate: Human Resources Management

SALARY : R356 289 per annum (plus Benefits)
CENTRE : Johannesburg
REQUIREMENTS: Grade 12 plus Bachelor Degree (NQF Level 7)/National Diploma (NQF Level 6) in Management Service/Organizational Development/Work Study/Production Management/Industrial Psychology/Organisational Effectiveness and Human Resource Management. A minimum of 3-5 years’ experience in Organizational Design or work study environment. Certificate in Job Evaluation Training (Equate or Evaluate system) or Certificate in Organisational Design Training provided by School of Government/PALAMA a must have. Valid Driver’s license. Competencies: Knowledge and understanding of PERSAL and Orgplus system. Good computer skills.

DUTIES: Provide Administration support on the management of GDARD Establishment/Organogram. Conduct work-study investigations within GDARD. Update information on Org Plus system and Persal reconciliation. Provide advisory services to employees in the Department. Mapping of business processes and developing of standard operating procedure for the Department. Facilitate and implement organizational structure and post establishment investigations and related projects within the Department. Facilitate Job Evaluation and compilation of Job Description, Design and maintain job evaluation database. Advise managers on job evaluation policy and procedures. Assist in the development of OD related policies. Provide administrative support to job evaluation panel. Facilitate the development of the departmental Human Resources Plan. Supervision duties.

ENQUIRIES: Ms. M Chuene, Tel No: (011) 240 3084

DEPARTMENT OF HEALTH

“The Gauteng Department of Health supports the appointment of persons with disabilities”. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference.

APPLICATIONS: Postal and contact details of relevant hospitals/ institutions:

Bertha Gxowa Hospital: Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400, or apply online at www.gautengonline.gov.za. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Dr JC Ganada Tel No: 010 344 2779; Dr. E.M. Sithebe (medical/allied) Tel No: 010 344 2779

DR George Mukhari Hospital: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setiogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001, or apply online at www.gautengonline.gov.za. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Dr F Kgongwana Tel No: (012) 529 3880 and Ms T Masilela Tel No: (012) 529 3699

DR Yusuf Dadoo Hospital: Must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740, or apply online at www.gautengonline.gov.za. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Dr. O.P. Ugobor Tel No: (011) 951 6161 and Ms. D. Ngwenya Tel No: (011) 951 6045

Jubilee Hospital: Application documents must be addressed to Jubilee District Hospital, Human Resource Department, Private Bag x449 Hammanskraal 0400 or hand delivered at Jubilee District Hospital, or apply online at www.gautengonline.gov.za. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of necessary document will be disqualified. Enquiries: Mr N. Sekhu Tel No: (012) 717 9402

Pholosong Hospital: Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be Posted to Private Bag X4, Brakpan, 1550, or apply online at www.gautengonline.gov.za. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83. Application without proof of
necessary document will be disqualified. Enquiries: Mr J Fernandes Tel No: (011) 812 5179 and Enquiries: Ms S. Wagner Tel No: (011) 812 5179

**ODI District Hospital:** Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document. Certified copies should not be more than three months old. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190, or apply online at www.gautengonline.gov.za. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified. Enquiries: Mr. L.R. Sekwele Tel No: (012) 725 2460 and Ms. MD Mekgoe Tel No: (012) 725 2308 (ASD: Admin)

**Sizwe Tropical Disease Hospital:** Applications can be posted to: HR Manager, Sizwe Tropical Disease Hospital, Private Bag X 2, Sandringham, 2131 or hand delivered at Sizwe Tropical Disease Hospital, Cnr Club Street and Modderfontein road, Sandringham, or apply online at www.gautengonline.gov.za. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified. Enquiries: Dr Louw Tel No: (011) 531 4410/ 4305/Tel No: (011) 531 4302/ 4

**Steve Biko Academic Hospital:** Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital. Or apply online at www.gautengonline.gov.za. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified. Enquiries: Dr M Mabeula Tel No: (012) 354 1141; Mr PJ. Motswneni Tel No: (012) 354 4646; Mr. MF Monama Tel No: (012) 354 2364 (DD: Patient Administration)

**Tara The H. Moross Hospital:** Applications must be delivered to: Tara the H. Moross Centre, 50 Saxon Road Hurlingham 2196 or can be posted to: Tara H. Moross Centre Private Bag x7 Randburg 2125 Or apply online at www.gautengonline.gov.za. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified. Enquiries: Dr FA Otiano Tel No: (011) 535 3001/ 3276.

**Thelle Mogoerane (Natalspoort) Hospital:** Applications to be addressed to: The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg. NB! Only for the Thelle Mogoerane Hospital applications can be directly to the Central Office address. Or apply online at www.gautengonline.gov.za. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified. Enquiries: Mr T Mhlongo Tel No: (011) 590 0299 and Dr CN Mgayi Tel No: (011) 590 0010 (DD: HRM)

**Central Office(ICT Branch):** The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg. Enquiries: Mr S Cave Tel No: (011) 355-3301. NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified or apply online at www.gautengonline.gov.za.

**Carletonville Hospital:** Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500. Enquiries: Ms C Raborifi Tel No: (018) 788 1708/02; Ms C Raborifi Tel No: (018) 788 1781/15

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

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

Cullinan Care & Rehabilitation Centre: Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000. Enquiries: Mr J.K. Makhoti Tel No: (012) 734 7044; Ms J Ngocobo Tel No: (012) 734 7004; Mrs N Mbenga Tel No: (012) 734 7059/7000 (Transport Management)

Ekurhuleni & Sedibeng District Health Areas: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Enquiries: Mr A Mdunyelwa Tel No: (011) 876 1721; Mr C Modise Tel No: (011) 876 1721; Ms E. Nkomo Tel No: (011) 878 8540; Ms ML Nhleko Tel No: (011) 565 5160

Forensic Pathology Services: Applications must be submitted to Forensic Medical Services, 11 Diagonal Street, 13th Floor, reception or can be posted to Forensic Medical Services, P O Box 7128, Johannesburg, 2000. Prof. J Vellema Tel No: (011) 489 1654; Mr J Louw Tel No: (012) 301 1707; Mr S Madibane Tel No: (082) 854 2327; Ms G Tshamano Tel No: (011) 241 5750; Mr M Nkosi Tel No: (011) 241 5750; Mr D Mkhabela Tel No: (011) 255 4911; Ms P Mdluli Tel No: (011) 403 7286; Mr P Denner Tel No: (016) 988 9720; Mr A Stander Tel No: (011) 279 7511

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

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

Medunsa Oral & Dental Hospital: Applications can be hand delivered to Medunsa Oral Health Centre, Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001. Enquiries: Dr S.A. Matjila Tel No: (012) 521 3079; Ms E.M. Shibambo Tel No: (012) 521 4881/5869

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

Wits Oral & Dental Hospital: Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 8 Floor (Orange Block) HR Office Room 9/10, Parktown. Enquiries: Prof MS Nemutandani Tel No: (011) 488 4893/ 4887; Mr PF Monama Tel No: (011) 481 2099

**CLOSING DATE**: 14 September 2018

**NOTE**: Z83, CV, certified copies of ID, qualifications and registration certificate of relevant council, proof of current registration and relevant service certificates. Service certificates should have the company name, job title, which specialty area, locum or permanent position (if locum state how many hours per week), start and end date (yy/mm/dd), name of contact person(s) and contact details and company/ institutional stamp with signature. It is the responsibility of applicants with foreign qualifications to attach/ provide a verification report by the Educational Commission for Foreign Medical Graduates (ECFMG). NB: In order to be considered for appointment to the above positions except for Management posts, you need to be: Registered with the relevant Health Professions Council. In possession of an applicable qualification. Have relevant experience which will determine the salary level. All applicants should clearly indicate their institution/ post/ discipline of preference with the relevant reference number. The relevant address details can be obtained from the individual institutions. Personnel Suitability Checks (PSC): It is a legislative requirement that all newly appointed
staff members are subjected to Personnel Suitability Checks (PSC) - verification, upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal records checks as well as a credit/financial stability checks. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to declare any conflict or perceived conflict of interest. All applicants are required to disclose membership of Boards and directorships that they may be associated with. The successful candidate will have to annually disclose her or his financial interests. Identified candidates will be subjected to a government specific generic competency assessment as well as a technical practical exercise as part of the selection process. A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates might be subjected to undergo a competency assessment.

MANAGEMENT ECHELON

POST 35/81 : DIRECTOR: FINANCE AND ADMINISTRATION REF NO: REFS/003130
Directorate: Financial Management

SALARY : R1 005 063 per annum (All-inclusive remuneration package of which a portion can be structured according to the individual needs)

CENTRE : Medical Supplies Depot

REQUIREMENTS : The applicant must be in possession of a recognised three-year Degree in Financial Management (Accounting or Finance). Must have a minimum of 8 years management with relevant experience in Finance with strong financial background. Excellent interpersonal skills with the ability to build relationships at all levels. Must be able to work after hours. Must have a valid driver’s license. Must have sound knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practise (GRAP), Supply Chain Management (SCM), the Public Service Act and its Regulations. The successful candidate will be subjected to security clearance and competency assessment. Experience in inventory management systems will be an added advantage. A post graduate qualification will be an added advantage. Competencies: Knowledge, understanding and implementation of methods, practices, policies, regulations and acts that govern financial management in the public sector. Computer literacy: MS word, Excel and PowerPoint. Advanced report presentation skills are a prerequisite. Good written and advanced verbal communication skills. Leadership, planning, organizing and problem-solving skills. The ability to manage and lead a team. The ability to multitask, prioritize and work with high volumes in a high-pressure environment. Effective management of the financial accounting, financial reporting, internal control & risk management, logistical support services and Human Resources subunits.

DUTIES : The successful candidate, reporting to the CEO, will be responsible for the provision of sound financial, supply chain management and human resource oversight to make the Medical Supplies Depot (MSD) management to make informed decisions. In so doing, he/she will be responsible for the following
activities: Day to day management of the Human Resources, Supply Chain, Internal Control and Risk Management and Finance units. He/she will ensure effective Financial management, Revenue, Budgeting and Expenditure control. Ensure reporting deadlines are met during month, quarter and year end closures. Business forecasts, quarterly business reviews and other report analysis as requested. Co-ordinate the budget process and produce timeous management information reports for departmental heads and budget holders. Must apply sound knowledge of Generally Recognised Accounting Practice (GRAP) standards, Public Finance Management Act (PFMA), Treasury Regulations and Supply Chain Management (SCM) policies such as the PPPFA, among other things. Develop strategies to improve organizational performance for example payment of suppliers within 30 days, the MSD attaining a clean audit status with the Auditor General. Ensure that the MSD has a risk register in place and all internal controls for the depot are in place. Be responsible for the overall day to day administrative management of the Finance departments. Review and evaluate existing programmes, services, policies and procedures. Assist with the implementation and monitoring effective recordkeeping, accurate statistic collections as well as management of value goods / services and equipment budget. Provision of relevant information applicable to internal and external oversight committees. Represent the MSD at the quarterly Audit Committee meetings. Manage and review personnel performance. Provide strategic support to the Chief Executive Officer in terms of the budget, expenditure management, strategic and operational planning. Develop and manage cost centres in the institution. Prepare the Accounting Officer’s Report at the end of the Financial year and the annual financial accounting statements for the MSD for auditing purposes. Ensure that procurement in the depot is done in accordance with the PPPFA and always compliant to all regulations. Respond to all SCOPA and Legislature questions. Develop an action plan for all auditor general findings and ensure that they are actioned timeously. Ensure that the MSD stays within budget. Ensure that all contracted service providers perform according to the Service Level Agreement. Develop a good relationship with suppliers through the quarterly suppliers' meetings.

OTHER POSTS

POST 35/82 : HEAD: CLINICAL UNIT - (MEDICAL REF NO: HCU-M 08/2018 (X6 POSTS)

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

CENTRE : Dr George Mukhari Academic Hospital:
Community Health (X1 Post)
Internal Medicine (X2 Posts)
Ophthalmology (X1 Post)
Paediatrics (X1 Post)

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

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

POST 35/83 : HEAD: CLINICAL UNIT (DENTAL) REF NO: HCUD-P&R-GR1/08/2018

SALARY : Grade 1: R1 643 352 per annum (all inclusive remuneration package of which a portion could be structured according to the individual’s needs).
CENTRE : Wits Oral & Dental Hospital (1 Paeds & Resto)
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dental Specialist in a normal specialty or a recognized Sub-Specialty and current proof of registration. A minimum of 3 years’ appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognized Sub-Specialty.
DUTIES : To head and manage Paeds and Restorative Department, work in close corporation with other departments in teaching and training of both under and post graduate students. Service rendering for referred cases, to conduct and publish research, and supervise others in research. Report to CEO.

POST 35/84 : HEAD: CLINICAL UNIT (DENTAL) REF NO: HCUD-OMP-GR1/08/2018
SALARY : Grade 1: R1 643 352 per annum (all inclusive remuneration package of which a portion could be structured according to the individual’s needs).
CENTRE : Wits Oral & Dental Hospital (1 OMP)
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dental Specialist in a normal specialty or a recognized Sub-Specialty and current proof of registration. A minimum of 3 years’ appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognized Sub-Specialty.
DUTIES : To manage and direct the activities of the department including education and training of under and post graduates, service rendering for referred cases. To conduct and publish research and to supervise others in research. Report to the HOD of OMP.

POST 35/85 : HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: HCU-M-GR1/08/2018
Directorate: Forensic Pathology Service
SALARY : R1 643 352 – R1 744 191 per annum (All inclusive remuneration package of which a portion could be structured according to individuals needs)
CENTRE : Diepkloof FPS
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist Forensic Pathology. A minimum of 3 years appropriate experience as Medical Specialist after Registration with the HPCSA as a Medical Specialist Forensic Pathology. Extensive experience in Forensic Pathology and medico legal investigations of death. Computer literacy and presentation skills. Knowledge of relevant legislations, regulations and policies governing Forensic Pathology Services. A valid drivers’ licence. Management experience of an academic specialist unit, teaching and research in the field of Forensic Medicine and Pathology will be an added advantage.
DUTIES : To provide full spectrum of Forensic Pathology and Medico Legal investigation of death services at consult level. Active participation in the management of medico legal mortuaries in the Southern Gauteng Forensic Pathology Service delivery area. Rendering of all relevant administrative duties as required by supervisor. Rendering all academic duties as determined by the Head of Department including curriculum development, undergraduate and postgraduate teaching. Active participation and leadership in research activities within the department. Rendering of afterhours services during the week and over weekends. Ensure the implementation of standardized, quality forensic pathology services by providing training for professional and support staff and a consultative service to the department and other institutions. Compile reports for court and statistical purposes. Perform post mortem examinations in routine and complex cases. Attend court and provide expert testimony when required and assist the courts as an assessor at request. Assist with monitoring and evaluation of the forensic pathology service by quality control/ audit programmes and conducting regular inspections.
POST 35/86: MEDICAL SPECIALIST REF NO: MESP-GR1/08/2018 (X23 POSTS)

SALARY: Grade 1: R1 051 368 per annum (all inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE: Dr George Mukhari Academic Hospital

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

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

POST 35/87: DENTAL SPECIALIST (ORAL MEDICINE AND PERIODONTOLOGY) GRADE 1/2/3 REF NO: DS-GR1/08/2018

SALARY: R1 051 368 - R1 395 105 per annum (inclusive package) + excluding commuted overtime.

CENTRE: Wits Oral Health Centre

REQUIREMENTS: Registration with HPCSA as a Dental Specialist in Oral Medicine and Periodontology (OMP) Speciality.

DUTIES: Planning, Implementation, monitoring and evaluation of teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of the teaching and training activities including clinical governance. Treating of patients (service rendering) on the clinical platform including extended platforms where indicated. Supervise students research and carry out own research. Participate in any other activities as directed by the Head of Department.

POST 35/88: STOMATOLOGIST (COMMUNITY DENTISTRY) GRADE 1/2/3 REF NO: S-CD/08/2018 (X1 POST)

SALARY: Grade 1: R1 051 368 - R1 395 105 per annum

CENTRE: Wits Oral & Dental Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Dentist and an appropriate post basic Master’s degree. Minimum of seven years’ experience as a Dentist after registration with the HPCSA within the relevant discipline including clinical and research experience.

DUTIES: Manage and coordinate Community Outreach services for undergraduate students. Render Oral Health services. Supervise students, carry out and deliver on research output. Assist in the development of dental therapy program. Teach, train and supervise undergraduate students.

POST 35/89: MEDICAL SPECIALIST GRADE 1 REF NO: MS-GR1/08/2018

Directorate: Anaesthesiology

SALARY: Grade 1: R1 051 368 per annum (all inclusive remuneration)
Grade 2: R1 202 112 per annum (all inclusive remuneration)
Grade 3: R1 395 105 per annum (all inclusive remuneration)

CENTRE: Medunsa Oral Health Centre

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Excellent communication skills. Time management skills and ability to prioritise. Ability to maintain confidentiality at all times.

DUTIES: Provide optimum care utilizing knowledge and skills to treat patient. Prepare patients for surgery by explaining any risks or side effects. Observe and monitor patients during and after surgery. Respond quickly to any intra- and post-operative pain. Resuscitate and stabilize patients. Manage acute and chronic pain and post-operative pain. Document all care accurately. Act as patient advocate at all time. Provide intensive care medicine. Provide appropriate care during transportation of acutely ill and injured patients. Perform other position related duties according to
the scope of practice. The successful candidate will be required to perform overtime.

**POST 35/90**: MEDICAL OFFICER SALARY GRADE 3 REF NO: MO-GR3/08/2018 (X10 POSTS)

**SALARY**: R1 035 831 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE**: Dr George Mukhari Academic Hospital

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

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

**POST 35/91**: MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: MN/08/2018

Directorate: Nursing Division: Theatre

**SALARY**: R902 550 per annum (Total package all inclusive)

**CENTRE**: Charlotte Maxeke Johannesburg Academic Hospital (2)

**REQUIREMENTS**: Degree / Diploma in General Nursing and Midwifery or basic R425 qualification in nursing that allows registration with the South African Nursing Council as a Professional Nurse. Degree / Diploma in Nursing Administration / Health Care Management registered with SANC. A minimum of 10 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience at management level. Current SANC receipt. Computer literacy, and Driver’s license will be an added advantage. Ability to work under pressure. Strong leadership, good communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Theatre qualification will be added advantage.

**DUTIES**: Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Improve the skills and competencies of the specialty nurses. Involvement in the hospital Quality Assurance and Quality Improvement activities. Problem solving and decision making. Effective management, utilisation and supervision of human, material and financial resources. Manage staff performance and development. Management nursing and hospital projects.

**POST 35/92**: MEDICAL OFFICER GRADE 2 REF NO: MD-GR2/08/2018 (X10 POSTS)

**SALARY**: R892 551 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE**: Dr George Mukhari Academic Hospital

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

**DUTIES**: Full participation in all activities is required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussions and research. Daily student tutorials. Bookings and performance of surgical procedures for correct indication. Team work is essential.
POST 35/93 : MEDICAL OFFICER (GRADE 1) REF NO: MO-GR1/08/2018 (X7 POSTS)

SALARY : R780 612 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE : Dr George Mukhari Academic Hospital

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

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

POST 35/94 : MEDICAL OFFICER GRADE 1-3 REF NO: MEDOFF/08/2018

Directorate: Accident and Emergency Unit

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

CENTRE : Bertha Gxowa Hospital

REQUIREMENTS : Grade 12 and MBChB qualification. A valid registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner, and proof of current registration with HPCSA. Grade 1: no experience. Grade 2: 5-years’ experience. Grade 3: 10-years’ experience. An interest in Emergency Care is advantageous. ATLS/ ACLS is recommended.

DUTIES : Provide Emergency Care on a 24-hour basis in the Accident and Emergency Unit. Triage, Assess, Diagnose and Treat patients who present to the unit. Make clinical decisions on the admission of patients and admit patients with a working diagnosis and prescribe treatment and further investigations. Medical Officers are expected to rotate towards when required.

POST 35/95 : REGISTRAR REF NO: R-GR1/08/2018 (X22 POSTS)

SALARY : R780 612 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

CENTRE : Dr George Mukhari Academic Hospital

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

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

POST 35/96 : DENTIST GRADE 1/2/3 REF NO: DE-GR1/08/2018 (X3 POSTS)

SALARY : Grade 1: R757 707 per annum

CENTRE : Wits Oral & Dental Hospital:
OMP (X1 Post)
PROS (X1 Post)
MFOS(X1 Post)

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

DUTIES : Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.
POST 35/97 : DEPUTY DIRECTOR: HRM (X3 POSTS)
Directorate: Human Resources Management

SALARY : R697 011 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs)

CENTRE : Dr George Mukhari Academic Hospital Ref No: REFS/003143 (X1 Post)
Thelel Mogoerane Hospital Ref No: REFS/003144 (X1 Post)
Tara the H Moross Hospital Ref No: REFS/003145 (X1 Post)

REQUIREMENTS : An appropriate 3-year Bachelor’s degree/National diploma in Human Resources Management/ Development or Public Management, with at least 10 years’ relevant experience in the field of which at least 5 years must be at supervisory/ lower management level. The applicant’s must have proven managerial/supervisory experience in Human Resource Management. A demonstrated ability to provide leadership on HR practices and Administration. The ability to develop, monitor and evaluate HR policies and procedures. The ability to interpret and analyse HR data and extensive computer literacy. Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: knowledge of EQUATE and PERSAL systems. Knowledge of the Public Service Act, the public service Regulations, Labour Relations Act, Employment Equity Act, and other HR legislation and prescripts. Competencies Required: Problem solving and analysis, people management.

DUTIES : Develop human resources policies and strategies and ensure the alignment of the organizational structure to the hospital strategic plan. Manage human resources information and knowledge. Monitor and evaluate the implementation of human resources strategies. Render efficient human resources administration services. Manage appointments, transfers, and terminations on PERSAL. Manage the compensation and conditions of services of staff members. Manage human resources personnel records. Coordinate the development of the institutional Human Resources plan in line with the allocated budget. Manage salary administration and remuneration. Monitor and evaluate the quality of information captured on PERSAL and other HRM database. Authorize transactions and verify source documents. Maintenance of post establishment on HRM database. Attend to AG findings, National Core Standards, HR risk management and compile reports.

POST 35/98 : DEPUTY DIRECTOR: PATIENT ADMINISTRATION AND LOGISTICS REF NO: REFS/003132
Directorate: Admin & Logistics

SALARY : R697 011 (per annum) (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs)

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : An appropriate 3 years relevant tertiary qualification with more than 10 years’ experience in the hospital environment and office management. Strategic capability and leadership. Computer literate; Good communication (written and verbal) skills. Ability to work independently and under pressure. He/ She must have sound interpersonal relation and conflict management skills. Project management; Organizational; Performance Management, System and control skills. Document Management / Quality Control, ability to coordinate with other branches and stakeholders of the hospital. A valid driver's license.

DUTIES : Responsible for the following sections: Patient Admin and Records, Registration of patients at clinics and 24 hour Emergency services, ward clerks, medico legal system, mortuary, all the logistical departments including Food Service, Cleaning, Transport, Porter, Post and registration, Horticulture. Take responsibility for the processing of various correspondence. Provide financial management support, Provide strategic support in the Directorate. Manage day to day operations and provide executive support and management services to the Directorate. Coordinate and facilitate the development and preparation of management and programme performance reports. Manage the collation and submission of expenditure reports and develop the unit's operational plan. Develop staff performance contracts and conduct quarterly reviews.
POST 35/99: **DEPUTY DIRECTOR: BUSINESS ANALYSIS REF NO: REFS/003071**
Directorate: Chief Directorate: Information and Communications Technology

**SALARY:** R697 011 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs)

**CENTRE:** Central Office – Johannesburg

**REQUIREMENTS:** A three-year qualification in Information Technology coupled relevant experience in Business, Data and or systems analysis. Proven experience delivering ICT projects. Key competencies: Knowledge of Business process principles, practices, techniques and tools. Knowledge and appreciation of business concept and requirements. Ability to develop and deliver presentation. Knowledge of the principles of strategic business decision-making. Ability to create, compose and edit written materials. Knowledge of change management, performance management. Ability to manipulate and analyze information to support decision making. Interpretation of policies, guidelines etc. Knowledge of Business and data analysis systems, processes, procedures and best practices. Ability to work with senior executives. Research and analytical skills. Problem Solving Business, Systems and Technical Architecture risk analysis skills. In addition, the candidate should be Service Delivery orientated, have good Quality Assurance, innovative planning and organizing abilities. Excellent communication, both verbal and written, abilities. Ability to communicate at all levels. Ability to work independent and within a team. Profile: High level of verbal and communication skills, Facilitation skills, Lateral thinking skills, Good report writing skills, Strong interpersonal skills. Ability to meet deadlines. Value delivery focus. Market research methodologies, systems. Change agent. Diagnostic and advisory skills. Project Management principles practices techniques and tools. Comprehensive understanding of the public health sector. Gauteng Department of Health ICT is seeking highly capable Deputy Director: Business Analysis. The Department is seeking to employ a seasoned specialist who are driven by performance excellence, integrity and patient centricity. The position requires advanced skills in business and data analysis, programme and project management, financial management, change management, service delivery innovation, problem solving and analysis and people management.

**DUTIES:** Analyse and solve business problems through the use of Information Communication Technology. Research and analyse existing business processes, Analyse key organisational challenges, identifying solutions, proposing solutions and measure results. Continually seek to improve the current business practices by implementing solutions that enhances improve patient outcomes, reduce costs and improve efficiency. Analysing, developing and enhancing business processes and practices within the organisation. Conduct a feasibility study were applicable to determine organisational impacts and needs analysis. Actively participate in developing business plans and organisational strategies. Provide strategy and expert advice to the organisation. Develop future business processes that are cost effective and will result in the overall improvement of productivity within the organisation. Perform effective planning and scheduling. Development of business cases. Communicate with all customers including senior management. Manage and supervise project teams and or subject matter experts. Develop cross-functional and cross-departmental functional business processes and practices. Continually research more effective and efficient business processes. Involved in SDLC projects.

POST 35/100: **PHARMACIST REF NO: PH-GR1/08/2018 (X2 POSTS)**
Directorate: Pharmacist

**SALARY:** Grade 1: R655 980 per annum (all-inclusive remuneration package of which a portion could be structured according to the individual’s needs).

**CENTRE:** Dr George Mukhari Academic Hospital

**REQUIREMENTS:** Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration (RSA: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed...
community service in relevant profession as required in South Africa), (Foreigner: One year relevant experience after registration as Pharmacist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa).

**DUTIES:**
The provision of pharmaceutical care by taking responsibility for the patients medicine-related needs and being accountable for meeting these needs, which will include but not limited to: Evaluation of the patient medicine-related needs by determining the indication, safety and effectiveness of the therapy, Dispensing of any medicine or scheduled substance on a prescription of a person authorised to prescribe medicine, Furnishing of information and advice to any person with regards to the use of the medicine, Determining the compliance with the therapy and follow up to ensure that the patient's medicine-related needs are being met. Comply with standard operating procedures and statutory regulations (GPP, GMP, and PFMA incl. cost containment measures), provide comprehensive patient counselling, and liaise with medical / nursing staff on patient problems regarding inappropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in register, monitoring adherence and appropriate use of chronic. Ensure thermo-labile (fridge) products are stored and handled according to manufacturer's recommendations. Consulting medical officers to ensure compliance of standard treatment guidelines and EML. Providing in-service training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicines according to formulae. Compliance to SOP’s. Supervising pharmacist assistants on dispensing activities. Placing orders and follow-up on back orders, supervising pharmacy assistants on stock orders, receiving, handing and storage procedures. Promote Public health, Conduct cyclic and bi-annual stock counts. Comply with six quality priorities and Batho Pele Principles. Ensure safekeeping and security of stock, preventing losses, theft and expiring stock. Deputize for the supervising pharmacist. Be available for on call after hours. Perform any other duty within scope of practice, PMDS and conflict resolution. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balanced after every issue and quarterly as per the prescription of the law. Be involved with continuous improvement projects to address service delivery challenges.

**POST 35/101:** ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: AMNSS/08/2018
Directorate: Nursing Division - Obstetrics and Gynaecology

**SALARY:** Grade 1: R581 826 Per annum (plus benefits)

**CENTRE:** Bertha Gxowa Hospital

**REQUIREMENTS:**
Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery, community nursing and psychiatry. Diploma in nursing education and Nursing Administration will be an added advantage. Preference will be given to Operational Manager Specialty with Diploma in Nursing Administration will be an added advantage. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Post Basic / Advanced Midwifery and Neonatology Nursing. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic Advanced Midwifery and Neonatology Nursing. At least 3 years of the period must be appropriate at management level in maternity as an Operational Manager. Proof of service record. In-depth Knowledge of nursing and midwifery care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Human Resources, Grievance Procedure, etc. Skills: leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing and midwifery care. Personal:
responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Computer literacy (MS Excel, MS PowerPoint, e-mail). Drivers licence will be an added advantage. Certification in Baby Friendly Hospital Initiatives and Assessors for BFHI, ESMOE and Neonatal Resuscitation.

DUTIES
Coordinate optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilisation of resources (Human Resources, Financial Resources and Services). Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional/growth/ethical standards and self-development. Coordination of ESMOE Drills and Maternal Morbidity and Mortality Meetings. Service coverage - Nursing Service Management - Do calls and with hospital sit-ups as required by the organisation.

POST 35/102
ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES) REF NO: AMN-HNS/08/2018

SALARY
R532 449 per annum (plus benefits)

CENTRE
Medunsa Oral Health Centre

REQUIREMENTS
Basic R425 qualification in nursing, Degree/Diploma in general nursing, Diploma in Nursing Administration. Nursing Education will be an added advantage. A minimum of 8-years appropriate/recognizable experience as professional nurse with South African Nursing Council in general nursing. At least 3-years of the period referred above must be appropriate / recognizable experience at management level in hospital situation. Proof of paid up SANC 2018 receipt, proof of service records. Computer literacy (MS Excel, MS Outlook, MS PowerPoint), driver’s license will be an added advantage. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patients’ Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive and assertive.

DUTIES
Delegate, supervise and coordinate provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of human resources, financial and physical resources. Manage human resources.

POST 35/103
ASSISTANT MANAGER NURSING (Area) (General Nursing) REF NO: ASMN 08/2018 (X1 POST)

SALARY
(Grade 1): (PN-A7) R532 449 per annum (Plus benefits)

CENTRE
Wits Oral and Dental

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

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

**POST 35/104**

**OPERATIONAL MANAGER NURSING (PHC) REF NO: SSDR/08/2018 (X1 POST)**

**SALARY**: R532 449 - R599 274 per annum (plus benefits)

**CENTRE**: Magagula Clinic

**REQUIREMENTS**: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification (Clinical Health Assessment, Diagnosis, Treatment and Care), with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant speciality. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver’s licence. Knowledge of all Legislation relevant to Health Care Services.

**DUTIES**: Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.

**POST 35/105**

**OPERATIONAL MANAGER NURSING (PHC) REF NO: NSDR/08/2018 (X1 POST)**

**SALARY**: R532 449 - R599 274 per annum (plus benefits)

**CENTRE**: Winnie Mandela Clinic

**REQUIREMENTS**: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification (Clinical Health Assessment, Diagnosis, Treatment and Care), with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant speciality. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant speciality (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy. A valid Driver’s licence. Knowledge of all Legislation relevant to Health Care Services.

**DUTIES**: Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Management of resources. Manage and monitor the productivity and performance of employee’s development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.
staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients’ Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager.

**POST 35/106: OPERATIONAL MANAGER INFECTION PREVENTION AND CONTROL REF NO: OMIPC/18/2018**

**SALARY:** R532 449 per annum (plus benefits)

**CENTRE:** Dr George Mukhari Academic Hospital

**REQUIREMENTS:** Basic qualification (Diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional nurse. Registered with SANC and proof of current registration. Having a minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General Nursing. An added qualification on Infection and Prevention and Control will be an advantage. A minimum of 3yrs experience rendering Infection Prevention and Control services in a hospital setting (IPC). Have knowledge on management. Must have a positive attitude and interest to work with a multidisciplinary team. Be able to work efficiently under pressure to meet standards of care within the discipline.

**DUTIES:** Demonstrate an in depth understanding on nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with colleagues, supervisors and other members of the multi-disciplinary team. Provide high quality IPC information to staff. Be proactive and manage outbreak of infections. Be up to date with knowledge of policies and protocols in the IPC unit. Have insight about Antibiotics usage. Maintain a safe environment for staff and clients. Give health education on infection prevention and control services. Be willing to work under pressure.

**POST 35/107: OPERATIONAL MANAGER PAEDS ICU (SPECIALTY) REF NO: OMP-GR1/08/2018**

**Directorate:** Nursing

**SALARY:** Grade 1: R532 449 – R599 274 per annum (Plus Benefits)

**CENTRE:** Leratong Hospital

**REQUIREMENTS:** Basic Diploma/Degree in Nursing accredited with SANC in terms of R425 or equivalent qualification that allows registration With SANC as a Professional Nurse. Diploma in Critical Care Nursing science. Other Skills: Minimum 9 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing at least 5yrs of the period referred to above must be appropriate/recognisable experience after obtaining 1yr post basic qualification in the relevant specialty.

**DUTIES:** Provide leadership to nursing team for results based Services. To ensure holistic care to patients is rendered in Cost effective manner. Co-ordinate and monitor the Implementations of nursing care plans and evaluate care. Ensure compliance with Key Priorities, National Core Standards and Quality Improvement Plans. Effective Utilisation and management of Human Resource. Compliance with Performance Management and Development Systems. Effectively manage and supervise utilisation of Human and material resource in line with PFMA, BCEA, LRA and all other relevant prescripts. Maintain professional growth and ethical standards. Ensure compliance with all National Health Priorities and Programme to improve child services. Provision of effective support to Nursing Services.

**POST 35/108: ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: ASDR-GR1/08/2018 (X1 POST)**

**Directorate:** Clinical Services

**SALARY:** R489 429 per annum
CENTRE : Dr George Mukhari Academic Hospital

REQUIREMENTS : Appropriate qualification and registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years’ appropriate experience in the relevant profession.

DUTIES : Departmental Operational Management, manage and monitor performance and development of all staff. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health. Make sure that the department is able to render a 24-hour Radiology Service at all times. Provide professional advice in issues pertaining to policies and legislation related to health. Compilation of the Strategic and Operational plans of the Department. Compilation of monthly statistics and stock control. Ensure compliance with budget management, Quality Assurance, Core Standards and Radiation Safety regulations. Problem solving and complaints management. Ensure that health and safety systems of work are maintained and that all possible steps are taken to prevent accidents and reduce hazards to Occupation Health. Leave monitoring. Monitor staff allocation and rotation. Ensure radiography equipment’s maintenance contracts.

POST 35/109 : OPERATIONAL MANAGER GENERAL PNA-5 NIGHT DUTY REF NO: OMG-GR1/18/2018 (X1 POST)

SALARY : R487 266 per annum (plus benefits)

CENTRE : Dr George Mukhari Academic Hospital

REQUIREMENTS : A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification in Nursing Administration with duration of at least one year, accredited with the SANC. A minimum of 7 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). + (1) Experience in Renal Unit

DUTIES : Demonstrate an in depth understanding on nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with clients, supervisors and other members of the multi-disciplinary team. Provide high quality TOP service for all women on request. Appropriately assess clients for the procedure as well as afterwards. Ensure provision of comprehensive TOP service to all clients in accordance with DoH, MSF guidelines and the CTOP Act 1 of 2008. Ensure a referral link with other TOP service clinics. Provide clinical leadership for the assessment of patient needs. Implement and evaluate a programme. Support clients with pregnancy planning. Give health education on reproductive health services for all women on request. Appropriately assess clients for the procedure as well as afterwards. Ensure provision of comprehensive TOP service to all clients in accordance with DoH, MSF guidelines and the CTOP Act 1 of 2008. Ensure a referral link with other TOP service clinics. Provide clinical leadership for the assessment of patient needs. Implement and evaluate a programme. Support clients with pregnancy planning. Give health education on reproductive health services.

POST 35/110 : OPERATIONAL MANAGER REPRODUCTIVE HEALTH SERVICES REF NO: OPRHS-GR1/08/2018

SALARY : R487 266 per annum (plus benefits)

CENTRE : Dr George Mukhari Academic Hospital

REQUIREMENTS : Basic qualification (Diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional nurse. Registered with SANC and proof of current registration. Having a minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General Nursing. Qualified Midwife with TOP Training and or Experience will be an added advantage. A minimum of 3yrs experience
rendering Termination of Pregnancy services (TOP). Short course on Family planning and Management of Sexual Transmitted infection. Must have a positive attitude and interest to work with women. Be able to work efficiently under pressure to meet standards of care within the discipline.

**DUTIES**

- Demonstrate an in depth understanding on nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with clients, supervisors and other members of the multi-disciplinary team. Provide high quality TOP service for all women on request. Appropriately assess clients for the procedure as well as afterwards. Ensure provision of comprehensive TOP service to all clients in accordance with DoH, MSF guidelines and the CTOP Act 1 Of 2008. Ensure a referral link with other TOP service clinics. Provide clinical leadership for the assessment of patient needs. Implement and evaluate a programme. Support clients with pregnancy planning. Give health education on reproductive health services for all women on request. Appropriately assess clients for the procedure as well as afterwards. Ensure provision of comprehensive TOP service to all clients in accordance with DoH, MSF guidelines and the CTOP Act 1 Of 2008. Ensure a referral link with other TOP service clinics. Provide clinical leadership for the assessment of patient needs. Implement and evaluate a programme. Support clients with pregnancy planning. Give health education on reproductive health services.

**POST 35/111**

**PROFESSIONAL NURSE (SPECIALTY NURSING) / CLINICAL NURSE PRACTITIONER PRIMARY HEALTH CARE)/ OCCUPATIONAL HEALTH & SAFETY REF NO: PROFS-GR2/08/2018 (X2 POSTS)**

**SALARY**

- (Grade 2): (PN-B1) R445 917 per annum

**CENTRE**

- Tembisa Hospital

**REQUIREMENTS**

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

**DUTIES**

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

**POST 35/112**

**CHIEF PHYSIOTHERAPIST GRADE 1 REF NO: CP-GR1/08/2018**

**Directorate: Rehabilitation**

**SALARY**

- R440 982 – R489 429 per annum (plus benefits)

**CENTRE**

- Ekurhuleni Health District (Mary Moodley Memorial Clinic)

**REQUIREMENTS**

- Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a physiotherapist. Current proof of registration with HPCSA as a physiotherapist. A minimum of 3 years appropriate clinical experience post community service. Valid driver’s license is essential. Experience in working in a community based rehabilitation setting. Sound knowledge of clinical theory, practice and ethics relating to the delivery of physiotherapy services within a Clinic setting. Knowledge of current health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills and good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.

**DUTIES**

- To provide optimal and evidence based physiotherapy treatments to patients. To provide overall management and supervision of allocated rehabilitation staff. To
monitor utilization and ensure proper management of rehabilitation equipment in line with PFMA. To perform and complete administrative functions including data compilation and monthly report submissions. To assist with the development and implementation of departmental policies, operational plan and financial management strategies. Participate in the mentorship and training of community service therapists and junior physiotherapists in the sub-district. To ensure departmental standards are met and effective patient service delivery, in line with National Standards. Provide community based rehabilitation with focus on health promotion, prevention and community intervention. Establish and strengthen working relationship with other stakeholders within the sub-district.

**POST 35/113**

**THERAPEUTIC & MEDICAL SUPPORT SERVICES PROGRAMME**

**COORDINATOR GRADE 1 REF NO: TMSSPC-GR1/08/2018**

Directorate: Rehabilitation

**SALARY**

R440 982 – R489 429 per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District (SSDR)

**REQUIREMENTS**

Appropriate qualification degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA post community service. Good communication skills. Valid registration with HPCSA. Knowledge in the relevant policies, protocols and guidelines. Report writing skills and problem solving skills. Valid driver’s license Experience in working in a community based rehabilitation setting. Computer literacy. Must be proactive, innovative and independent team leader.

**DUTIES**

Render a service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management of the Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology, supervision of allocated staff servicing SSDR area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual Rehab team reports, stats and other administrative duties for rehab unit and submit to the Sub-District PHC Manager and Assistant Director: Rehabilitation. Establish good working relationship with other stakeholders within the sub-District e.g. Mental Health, NGO’s, Organization for People with Disability, etc. Provide community based Rehabilitation with the focus on health promotion, prevention and community intervention. Knowledge on Performance Management and Development System. Participate in continuous professional development activities Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend management meeting and Rehab forums. Ensure adherence to government policies and protocols. Perform any other duties delegated by Supervisor/Manager.

**POST 35/114**

**LECTURER GRADE 1 (PND1) / LECTURER GRADE 2 (PND 2) GENERAL NURSING SCIENCE (GNS) REF NO: L-GNS/08/2018 (X18 POSTS)**

Directorate: Nursing Education and Training

**SALARY**

R362 559 per annum (plus benefits) PND1

R445 917 per annum (plus benefits) PND2

**CENTRE**

Chris Hani Baragwanath Nursing College

**REQUIREMENTS**

Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Post basic qualification in Nursing Education registered with the SANC. PN-D1, minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery. PND2 minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience in Nursing Education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice and all relevant regulations. Valid driver’s license. The ability to apply
computer technology and programmes. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Current registration with SANC.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of General Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

**POST 35/115**

**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: REFS/003133**

Directorate: Human Resources Management

**SALARY**

R356 289 per annum (plus benefits)

**CENTRE**

Sizwe Tropical Hospital

**REQUIREMENTS**

An appropriate 3- years Bachelor Degree/National Diploma in Human Resources or relevant qualifications with more than year's relevant experience in the field, of which at least 3 years relevant experience must be at managerial/supervisory level. Prove managerial experience in the area or combination thereof. A demonstrated ability to provide leadership on HR practices and Administration. The ability to develop, monitor and evaluate Skills development legislation, HR policies and procedures. The ability to interpret and analyse HR data. Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Public Services Act, the Public Finance Management Act, Resolution of PSCBC, PILIR, Performance Management abd Development processes, Public Service Regulations, Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: problem solving and analysis, people management. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. A valid driver’s license.

**DUTIES**

Implement Recruitment and Selection policies and procedures. Maintain confidentiality. Posting of adverts; collections of applications on daily basis at the main entrance. Monitoring, approve and printing of online applications. Sorting and counting of application forms. Compile and capturing of application forms on Microsoft excel. Attend to shortlisting’s and interviews and take minutes. Assist with compiling of submissions; Type regret letters; Assist with verification checks i.e. reference check (previous employment); criminal record check; financial status and citizenship check. Maintain record keeping. Able to work under pressure and meet deadlines. Accept responsibilities given by supervisors from time to time and also report to the supervisor. Attend sectional meeting. Implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; overtime (normal and commuted); allowances GEHS; Terminations i.e. Pensions; OSD implementation. Adherence to deliverology; audit files and record keeping including filing. Submission of weekly; monthly; quarterly and annual Reports; attend to meetings. Supervision of HR Clerks. Apply disciplinary procedures and maintain confidentiality. Evaluate performance of subordinates quarterly and annually. Able to work under pressure and meet deadlines. Handle all Personnel and Salaries enquiries. Monitor and coordinate Recruitment and Selection processes including procedure on recruiting foreigners. Implement and execute effective Human Resource functions. Manage and update staff establishment, databases to assist the HRIM section. Formulate advertisements internally and externally. Coordinate and manage employment
equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement National Core Standards file and update it regularly. Attend to HR related enquiries.

**POST 35/116**

**ASSISTANT DIRECTOR: ADMINISTRATION REF NO: REFS/003134**

Directorate: Administration

**SALARY**

R356,289 per annum (plus benefits)

**CENTRE**

ODI District Hospital

**REQUIREMENTS**

Three years National Diploma in Administration, Public Administration/Management, Business Management with 5 years relevant experience or Grade 12 with 10 years relevant experience. Minimum of three years’ experience in supervision. Comprehensive understanding of the hospital management in the following areas: Patient administration, Registry, Records Management, Switchboard and Support services - Laundry, Food services, Housekeeping, Portering and Mortuary. Sound knowledge of Legislative prescriptions, PFMA, Treasury Regulations and Labour relations. A valid driver license.

**DUTIES**

Oversee the hospital administration services including Support areas, Records Management, Patient Administration, Registry and Switchboard. Monitor and implement Audit Action Plan and ensure quality responses thereof. Provide report to the Accounting Officer of the institution on a monthly, Quarterly and Annual basis. Liaise with internal and external stakeholders. Efficient and effective human resources management and development. Maintain ethical and professional conduct. Perform any other duties as delegated by supervisor.

**POST 35/117**

**ASSISTANT DIRECTOR: FINANCE (X3 POSTS)**

Directorate: Finance Unit, Administration and Support

**SALARY**

R356,289 per annum (plus benefits)

**CENTRE**

Bertha Gxowa Hospital Ref No: REFS/003135 (X1 Post)

Jubilee Hospital Ref No: REFS/003136 (X1 Post)

Pholosong Hospital Ref No: REFS/003137 (X1 Post)

**REQUIREMENTS**

An appropriate Three (3) Year Tertiary Qualification in Finance. Minimum of five (5) years relevant experience within financial environment, out of which four (4) years must be at managerial or supervisory level. Competence in the use of Microsoft Word, Excel and PowerPoint as it is necessary for the execution of tasks. Knowledge of BAS, SAP, SRM, E-RECEIPTING, PAAB/MEDICOM and SCOA. Knowledge of Government Budget Process. Leadership and sound management skills. Excellent communication (written and verbal) and interpersonal skills. A valid driver’s license.

**DUTIES**

POST 35/118 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X2 POSTS)
Directorate: Supply Chain Management

SALARY : R356 289 per annum (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital Ref No: REFS/003138 (X1 Post)
          Pholosong Hospital Ref No: REFS/003139 (X1 Post)

DUTIES : To lead a team that renders demand management. To conduct needs analysis and industry analysis (benchmarking) to ensure value for money. Ensure that requirements are linked to the approved budget and the strategic objectives and included in the Demand Management Plan. To compile a Demand Management Plan and Annual Procurement Plan based on the strategic needs. Maintain the approved Annual Procurement Plan. Compile the Quarterly Implementation Reports on the Annual Procurement Plan. Liaise, correspond, advise and meet with directorates, hospitals, and regions with regard to demand requirements, documents and committees. Compile tender specifications, special conditions and or evaluation criteria with end-user and acquisition management. Verify the nominated members of Bid Specification Committee and attend meetings as a member/representative. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.

POST 35/119 : DENTAL TECHNICIAN GRADE 1/2/3 REF NO: DT-GR1/08/2018
Directorate: Laboratory (Dental)

SALARY : Grade 1: R300 828 – R342 357 per annum
          Grade 2: R352 707 – R403 302 per annum
          Grade 3: R415 482 – R504 219 per annum
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Qualified Dental Technician currently registered with the SADTC. Experience in crown and bridge work. At least two years in CAD/CAM is recommended. Must be able to perform under pressure and deliver on time.

DUTIES : Production of fixed and removable appliances as well as Orthodontics appliances. Production of implants support prosthesis. Working with under and postgraduates’ students. The incumbent will be responsible for production and teaching and training of Dental students in the areas of removable prosthodontics, orthodontics and CAD/CAM work.

POST 35/120 : NUTRITIONIST GRADE 1 REF NO: NUTRI-GR1/08/2018
Directorate: Health Programmes

SALARY : R300 828 – R342 357 per annum
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Four year degree in Nutrition. Registration with the Health Professional Council of Southern African as a Nutritionist. A minimum of two years appropriate experience in community nutrition services. Knowledge and experience in nutrition and implementation of community based nutrition part of INP. Comprehensive understanding of policies and legislation relevant to nutrition (local, national and international). Good communication skills (verbal and written), computer skills (e.g. Microsoft Office etc.), good interpersonal skills. Ability to work in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. Valid driver’s License is essential.
DUTIES: Promote good health through community based nutrition interventions. Provide technical support and training for the successful implementation of community based nutrition part INP. Participate in planning, implementation, monitoring and evaluation of ECDs related nutrition interventions. Participate in community awareness campaigns. Implement and monitor nutrition related policies, protocols and guideline. Monitor nutrition indicators and produce written quality reports. Order and maintain adequate supplies of nutrition stock for SFS & HAST and ensure effective stock control measures. Ensure sustainability of MBFI status in the facilities. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Facilitate research and development of community based nutrition programme. Assist in the management of the resource pertaining to nutrition programme. Collaborate with relevant programmes, departments and stakeholders for community nutrition activities. Provide support to District Nutrition Manager and other nutrition related activities.

POST 35/121: DIETICIAN (GRADE 1) REF NO: DI-GR1/08/2018
Directorate: Nutrition

SALARY: Grade 1: R300 828 per annum
ENTRE: Carletonville Hospital (X1 Post)
Tembisa Hospital (X1 Post)

REQUIREMENTS: BSc Dietetics degree. Registration with HPCSA as a Dietician. Computer literacy. Driver's license. Knowledge of and experience in Dietician will save as advantage. Minimum of 1-year relevant working experience on Community service. Implementing the integrated Nutrition Programme. Good written and verbal communication skills. Supervision of community service staff.

DUTIES: The candidate will be based at the primary health care Facility / clinics and rotate to various clinics for therapeutic nutrition, coordination, implementation, monitoring and Evaluation of policies and strategies on INP focus area and its activities namely disease specific, nutrition support on all INP programs, namely disease specific, Nutrition support, Treatment and counselling, micronutrient and malnutrition control (vitamin A supplementation), youth and adolescent food service management, supplementary feed scheme, growth monitoring and promotion, mother baby friendly initiative. Community based nutrition initiative, maternal nutrition, Nutrition education, promotion and advocacy. Working with the team responsible for data verification at clinic level. Control stock equipment and materials, ensure accurate record keeping. And reporting. Provide nutrition counselling to patients. Strict Adherence to HPCSA and departmental policies. Carry out duties as delegated to promote service delivery.

POST 35/122: CLINICAL TECHNOLOGIST GRADE 1 REF NO: CT-GR1/08/2018 (X2 POSTS)
Directorate: Allied

SALARY: Grade 1: R300 828 per annum
CENTRE: Charlotte Maxeke Academic Hospital

REQUIREMENTS: Registration with Health Professions Council of South Africa, as Clinical Technologist in Cardiology. Qualification in Clinical Technology – Cardiology, National Diploma or B Tech. Competencies: Good Communication Skills. Basic computer literacy, a team worker. Clinical experience as a Clinical Technologist – Cardiology.

DUTIES: To perform clinical services in Cardiology by providing technologist support to all components of the Cardiology Department including: Cardiac Catheterization. Invasive Haemodynamic monitoring. Intra-aortic balloon pump operation. ECG’s (include ambulatory Holter ECG and Exercise stress testing). Echocardiography both adult and paediatric echo’s. Assisting during Pericardial Tapping. Other necessary operational duties delegated by supervisor. These tasks involve after hours weekend duties when necessary.
POST 35/123: HUMAN RESOURCE OFFICER REF NO: REFS/003141
Directorate: Human Resource Administration (Personnel Administration and Salaries)

SALARY: R242 475 per annum (plus benefits)
CENTRE: Thelle Mogoerane Hospital
REQUIREMENTS: Grade 12 with 2 years experience in Human Resource Administration with extensive exposure in Personnel Administration and Salary administration. PERSAL Personnel Administration and PERSAL Salary Administration Certificates. Computer Literacy. Knowledge of legislative frameworks i.e. PFMA, Basic Conditions of Employment Act, Public Service Act, Labour Relations Act and Public Regulations as amended. Report writing skills, planning and organizing skills, Communication skills, presentation skills and ability to manage people.

DUTIES: Adhere, implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments, transfers, translations, overtime (normal and commuted), allowances GEHS, Terminations i.e. Pensions, OSD implementation. Adherence to deliverology, audit files and record keeping including filing. Submission of weekly, monthly, quarterly and annual Reports, attend to meetings. Supervision of HR Clerks. Apply disciplinary procedures and maintain confidentiality. Evaluate performance of subordinates quarterly and annually. Able to work under pressure and meet deadlines. Handle all Personnel and Salaries enquiries.

POST 35/124: IT CONTROLLER REF NO: REFS/003148
Directorate: Information Technology

SALARY: R242 475 per annum (Plus Benefits)
CENTRE: Medical Supply Depot
REQUIREMENTS: National Diploma/Degree in Information Technology with a minimum of 3 years relevant experience or Matric/Grade 12 with at least 4 years relevant experience in any of the following: A+ and N+, MCSE, Certificate in IT System Support, CCNA, COBIT or ITIL. Additional Requirement: Good interpersonal relationship. Valid driver's license. Knowledge of VDI will be an added advantage.

DUTIES: Provide transversal applications and desktop/user support to the District including support for HPRS, AITA, HPV, SVS and other mobile applications. Provide information technology technical as well as telephony support for the District. Back-up of system and user data and provide data recovery service. Monitor and supervise the acquisition and replacement of information technology hardware and software. Network trouble shooting and support as well as Wide Area Network problems. Install, configure and upgrade software applications and operating systems. Perform back-up of the servers. Provide a risk management service using the enterprise application and management system.

POST 35/125: LOGISTIC SUPPORT OFFICER REF NO: REFS/003149 (X2 POSTS)
Directorate: Logistic Support

SALARY: R242 475 per annum (Plus Benefits)
CENTRE: Medical Supply Depot
REQUIREMENTS: Minimum requirement of Grade 12/NQF4, with 3-5 year’s experience in Cleaning/Laundry/Porter supervision. Must have good communication (written and verbal), analytical, conflict management and supervisory skills. Sound knowledge of public finance management act and its treasury regulations, Knowledge of disciplinary procedures. Computer Literacy will be an added advantage. Be willing and able to work under pressure. Must have a valid driver’s license. Understand national core standard and Batho Pele principles. Knowledge of the Medicines and Related Substances Act, the Public Finance Management Act and waste management.

DUTIES: Supervision of the following departments: Cleaning services, Laundry services and Porters and other delegated services. Implement and monitor PMDS, Maintain sound labour management. Apply disciplinary measures when necessary. Monitor attendance register, time controls and leave arrangement. Supervise and control production flow within laundry services. Strengthen cleaning standard and
infection control and saving measures. Take responsibility of waste management in collaboration with infection control officer.

**POST 35/126 : STAFF NURSE (GRADE 3) REF NO: SN-GR3/08/2018 (X6 POSTS)**
Directorate: Nursing Unit

**SALARY** : R228 027 per annum (plus benefits)

**CENTRE** : Dr George Mukhari Academic Hospital

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

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

**POST 35/127 : FORENSIC OFFICER REF NO: FO-L6/08/2018 (X4 POSTS)**
Directorate: Forensic Pathology Service

**SALARY** : R196 407 – R231 351 per annum Level 06 (plus benefits), R5 400 per annum (Danger allowance), R7 128 per annum (Special allowance)

**CENTRE** : Germiston (X1 Post)  
Johannesburg (X1 Post)  
Roodepoort (X1 Post)  
Sebokeng (X1 Post)

**REQUIREMENTS** : Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver's licence minimum Code C1 with Public Driver’s Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

**DUTIES** : Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

**POST 35/128 : STAFF NURSE (GRADE 2) REF NO: SN-GR2/08/2018 (X3 POSTS)**
Directorate: Nursing Unit

**SALARY** : R192 681 per annum (plus benefits)

**CENTRE** : Dr George Mukhari Academic Hospital

**REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. A minimum of 10 years’ appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
DUTIES: To provide quality basic nursing care under the supervision of a Professional Nurse. To practice nursing care safely and ethically in allocated areas. Demonstrate ability to integrate knowledge, skills and attitudes for the care of patients. Perform the prescribed functions as an Enrolled Nurse within the framework of the scope of practice as prescribed by SANC. Good organising and planning skills.

POST 35/129: NURSING ASSISTANT (GRADE 3) REF NO: NA-GR3/08/2018 (X2 POSTS)
Directorate: Nursing Unit

SALARY: R176 331 per annum (plus benefits)

CENTRE: Dr George Mukhari Academic Hospital

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

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

POST 35/130: FORENSIC OFFICER REF NO: FO-L5/08/2018
Directorate: Forensic Pathology Services

SALARY: R163 563 per annum Level 05 (plus benefit), R5 400 per annum (Danger allowance), R7 128 per annum (Special allowance)

CENTRE: Carletonville & Johannesburg FPS

REQUIREMENTS: Senior Certificate/Grade 12 (related experience in the forensic pathology field will be an added advantage). Relevant qualifications in the health science field will be an added advantage. Willingness to work with the deceased. Expected to work shift duties, including weekend and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principle. A valid driver’s licence minimum Code C1 with Public Driver’s Permit (PDP). Basic computer skills (MS Word). Additional Competencies: Organizing and Planning, communication, time management and interpersonal skills.

DUTIES: Effective and efficient recovery, storage and processing of bodies. Safe keeping of deceased, documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an efficient Forensic Autopsy process, which includes evisceration, dissection, scribing and typing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Management of exhibits, specimens, specimen statements and reports including completion and administration of statements and documentation during and after the Forensic Pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

POST 35/131: HUMAN RESOURCE CLERK REF NO: REFS/003142
Directorate: Human Resources Unit

SALARY: R163 563 per annum (Plus Benefits)

CENTRE: Thelle Mogoerane Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 0-3 or more years experience in Human Resource. National Diploma /Degree in Human Resource with exposure in Human Resource processes will be an added advantage. Computer literacy with extensive knowledge of Microsoft Programmes (Word, Excel and PowerPoint). Knowledge of Legislative Frameworks i.e. Employment Equity Act, Public Service Act and
Public Service Regulations as amended. Planning and organizing Skills, communication skills and ability to work under pressure.


**POST 35/132**: STAFF NURSE (GRADE 1) REF NO: SN-GR1/08/2018 (X3 POSTS)
Directorate: Nursing Unit

**SALARY**: R161 376 per annum (plus benefits)

**CENTRE**: Dr George Mukhari Academic Hospital

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

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

**POST 35/133**: DENTAL ASSISTANT REF NO: DENTASS 10/06/2018 (X3 POSTS)
(Re-Advertisement)
Directorate: Laboratory (Dental)

**SALARY**: Grade 1: R158 595 per annum

**CENTRE**: Wits Oral & Dental

**REQUIREMENTS**: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the HPCSA as Dental Assistant.

**DUTIES**: Dental assistance to Dentist and students. Maintenance of infection control standards and waste management. Co-ordinate and organize students and general ward activities. Perform administrative duties to patients. Assisting in student and departmental activities. Rotation in other departments. And: Prepare working area for patient treatment, select and set up instruments, equipment and material required for clinical procedure. Give patients post-operative instructions. Maintain safe working environment by complying with health and safety procedures. Adhere to infection control policies. Keep stock control (Inventory) up to date.

**POST 35/134**: NURSING ASSISTANT (GRADE 1) REF NO: NA-GR1/08/2018 (X2 POSTS)

**SALARY**: R124 788 per annum (plus benefits)

**CENTRE**: Dr George Mukhari Academic Hospital

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

**DUTIES**: Assist and support patients with activities of daily living (physical care) and self-care. Provide elementary nursing care in accordance with the scope of practice. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Provide health education to patients, family and community to promote health. Maintain constructive working relationships with nursing and other stakeholders. Utilize material and physical resources efficiently and effectively. Work as part of multi-disciplinary team to ensure good nursing

PROVINCIAL TREASURY

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

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

CLOSING DATE
14 September 2018

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

OTHER POST

POST 35/135
ASSISTANT DIRECTOR: ASSET MANAGEMENT
Directorate: Financial Governance

SALARY
R356 289 per annum (plus benefits)

CENTRE
Johannesburg

REQUIREMENTS
Relevant 3-year tertiary qualification, National Diploma or Degree in Finance/Auditing or Accounting. 3 – 5 years’ experience in the Accounting, Auditing, asset management and/or related field. Knowledge and understanding of PFMA and corresponding Treasury Regulations and asset management frameworks. Knowledge and understanding of GRAP, GAAP and/or IFRIS. Advanced computer literacy.

DUTIES
Responsible for implementing, co-ordinating and monitoring the Asset and Inventory Management Strategies and the initiatives in GPG Departments and Entities. Provide continuous technical support on the implementation of the Asset and Inventory framework and guidelines within GPG Departments and Departments and Entities. Identify Asset management capacity gaps within GPG Departments and develop strategies to address capacity gaps. Ensure timely and accurate resolution of queries relating to Asset and inventory management. Improve the asset management function within GPG Departments and Entities by proposing, implementing and re-engineering asset and inventory management processes and policies. Monitor, evaluate and report on compliance with the asset management guidelines and framework. Review of s40 reports and Interim/Annual
ENQUIRIES : Mr Sihle B Hlomuka Tel No: 011 227 9000

POST 35/136 : ASSISTANT DIRECTOR: STATUTORY DEDUCTION MANAGEMENT
Directorate: Financial Governance

SALARY : R356 289 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : 3-year tertiary qualifications, Degree/Diploma in Finance. 2 – 3 years’ experience in the finance/local government finance and/or management.
DUTIES : To ensure operational support in terms of compliance to tax legislation and effective management of statutory deduction ledger accounts. Monitoring of salary ledger account for all GPG Departments. Timeous submission of monthly bi-annual and annual employer tax reconciliation to SARS. Monitor and perform physical fingerprint verification to all GPG departments. Preparation of budget versus expenditure report in terms of compensation of employees for GPG departments and provide advice therefore.

ENQUIRIES : Ms Baleseng Sedibe Tel No: 011 227 9000

POST 35/137 : HUMAN RESOURCE ADMINISTRATION PRACTITIONER
Directorate: Corporate Services

SALARY : R242 475 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant 3-year tertiary qualification, National Diploma or Degree in Human Resource Management. 1 – 2 years’ experience in HR Administration and/or Management.
DUTIES : Implement and administer Conditions of service and service benefits (leave, housing, medical aid, terminations, long service recognition, overtime, pension allowances. Implement and administer HR Provisions (appointments, transfer, relocations and movement, probationary periods. Implement and administer Performance Management and Development System results and Salary Administration. Inform, guide and advice department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies.

ENQUIRIES : Ms Tshiamo Sokupha, Tel No: 011 227 - 9000

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000 or Private Bag X 35, Johannesburg, 2000.
CLOSING DATE : 14 September 2018
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Errors & Omissions Expected
OTHER POSTS

POST 35/138: SOCIAL WORK POLICY DEVELOPER SUBSTANCE ABUSE PREVENTION, TREATMENT AND REHABILITATION REF NO: SD/2018/08/30

SALARY: R344 184 – R549 837 per annum (within the OSD Framework)
CENTRE: Johannesburg Head Office
REQUIREMENTS: Degree in Social Work. A minimum of 5 years’ experience as a Social Worker in Social Welfare services after registration with SACSSP. Current registration with SACSSP and the registration certificate. Knowledge and understanding of legislation, policy, procedures, processes and institutional framework governing substance abuse services. Good planning and capability, project and programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills. A valid driver’s license.
DUTIES: Develop provincial policies and guidelines for substance abuse. Administer the implementation of the National Drug Master Plan, policies and legislative mandates in the field of substance abuse. Coordinate and implement substance abuse prevention and awareness programmes. Conduct training and capacity building workshops in the field of substance abuse. Ensure compliance with legislation, policies and procedures through DQAs, case audits and site visits. Manage programme performance reporting processes.
ENQUIRIES: Mr Z Jaca Tel No: (011) 355 7678
FOR ATTENTION: Mr Z Jaca

POST 35/139: SENIOR SUPPLY CHAIN OFFICER: TENDER AND CONTRACT MANAGEMENT REF NO: SD/2018/08/31

SALARY: R299 709 – R353 043 per annum (plus benefits)
CENTRE: Johannesburg Head Office
REQUIREMENTS: An appropriate recognized National Diploma in Supply Chain with 2-3 years’ experience in Contract and tender administration. Knowledge and understanding of PFMA. Basic knowledge and understanding of tender and contract management legislative frameworks in the Public Service. Basic knowledge and understanding of Department’s procedures on tenders and contracts administration. A valid code B driver’s license. Skills and Competencies: Tender administration, analytical, planning and Organizing, communication and interpersonal relations skills. Financial management and procedures.
DUTIES: Notify end-users to submission of specifications, follow-up on placement of advertised tenders, open tender process files and prepare a recommendation for awarding of tenders. Prepare appointment and termination letters on contracts awarded, liaise with suppliers on submission on price adjustment request. Keep minutes of the meeting between suppliers and end-users on relationship for the contract term. Monitor onsite compliance to terms and condition of SLA and report non-compliance of suppliers to SLA. Maintain process files and ensure the safe keeping of process files.
ENQUIRIES: Salome Moloi Tel No: (011) 227 0062
FOR ATTENTION: Ms S Moloi
PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

OTHER POSTS

POST 35/140 : HEAD CLINICAL DEPARTMENT REF NO: HCDPAEDS/2/2018
Department: Paediatrics and Child Health
This is a re advert. Candidates who have applied before need to reapply

SALARY : R2 054 577 per annum all-inclusive salary package (excluding commuted overtime)

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
Registration with the Health Professional Council of South Africa as a Paediatrician. MMed or equivalent (MMed Sci, MPhil) and/or a PhD and/or an established and demonstrated record of research experience (5 or more publications in peer reviewed journals) and/or evidence of supervision of registrars/fellows (3 or more candidates). A minimum of three (3) years’ experience after registration with the HPCSA as a Paediatrician must include experience in clinical management as a clinical head of unit; Recommendation: Evidence of quality teaching and learning practice. Evidence of management and administrative skills. Computer literacy AND A valid driver’s licence. Knowledge; Skills; Training and Competence Required: Skills: Clinical, procedural and training skills. Counselling and conflict resolution skills. Leadership, administration, management skills, programme planning, strategic planning supported by evidence of experience in these areas. Assessment of patients within his/her field of expertise. Ability to communicate at a higher level. Ability to network with management at all levels within the Provincial structures. Knowledge and an understanding of the Public Finance Management Act and its implications for departmental budgeting. Knowledge and an understanding of the Postgraduate Education regulations and requirements as determined by the Health Professions Council of South Africa, the College of Paediatricians of South Africa and the University of KwaZulu-Natal. A high level of knowledge of the field of Paediatrics and Child Health.

DUTIES : On the clinical side, incumbents will manage clinical services in an extended area of the province, which promotes the provision of clinical services for Region 1 and beyond the major metropolitan centres. The incumbent would be expected to apportion their time and energy appropriately between the major centres in the envisaged teaching/service platform (Durban, Pietermaritzburg, Empangeni, Stanger and Port Shepstone). The incumbent will also develop research initiatives, which focus on the enhancement of service delivery in the context of the burden of disease. The incumbent should also ensure that clinical service in Region 1 are co-ordinated and these are in line with the teaching platform of the University of Kwa-Zulu Natal. Through this, we will increase equality of service delivery, and enhance the development of our decentralised training platform in line with the needs arising from the National Development Plan. Involvement in relevant administration structures of the Department of Paediatrics and Child Health, UKZN in coordination with the Academic Head of Department. Contribute to the co-ordination of specialist Paediatrics services in Region Ensuring the development and the implementation of policies and clinical protocols that will impact positively on the clinical outcomes; the monitoring and evaluation of adverse events and ensuring the implementation of plans to address these events; mortality and morbidity reviews are conducted within the institution and other hospitals in the catchment areas; cost effective approaches to clinical care. Undertake postgraduate and relevant undergraduate training, teaching and examinations in the field of Paediatrics and Child Health. Coordinate services and teaching with the Heads of units at the Regional hospitals in Region 1. Ensure that the environment complies with the Health and Safety Act, that staff adhere to the safety precautions and that staff welfare is maintained to attain optimal performance. Develop outreach programmes to the relevant regional hospitals in Region 1 in line with the KZN Department of Health’s Outreach Programme. Develop audit tool to assess the Outreach Programme of the
department and report these to Academic Head of Department of Paediatrics and Child Health.

ENQUIRIES:
Professor R Masekela Tel No: 031 260 4345/4399

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:
14 September 2018

POST 35/141:
HEAD CLINICAL UNIT (MEDICAL) REF NO: EMP21/2018
Department: (Paediatrics)

SALARY:
Grade 1: R1 643 352 – R1 744 191 p.a. (Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules); Other Benefits; 18% In-Hospitalable Allowance of basic salary plus Commuted Overtime (Group 2 – Compulsory)

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

REQUIREMENTS:
The appointment to Head Clinical Unit (Medical): Grade I, requires appropriate qualification (Specialist in Paediatrics), plus Registration Certificate with HPCSA, plus 3 years’ experience after registration with HPCSA as a Medical Specialist in PAEDS. Proof of experience stamped and endorsed by Employer, HPCSA current registration card (2018) should be attached to application. Knowledge, Skills, Attributes and Abilities: Possess sound knowledge of Human Resources Management, budgeting, programme, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication skills, leadership, decision making and clinical skills. Sound knowledge of clinical procedures and protocols. Assessment and management of critical ill patients. Have the ability to evaluate new technologies and decide on the cost effective implementation thereof. Ability and experience in teaching, research and administration. Willingness to provide after hour specialist services. Sound knowledge in PAEDS and outreach programmes. Willingness to be actively involved in the Outreach Program in Region 4, KZN.

DUTIES:
Effective overall management of the service, their organization and monitoring to identify needs and to formulate and implement staffing and health care programmes. Provision of consultative service. Development of and implementation of guidelines, protocols and clinical audits, revising as needed, to optimize patient care within available resources. Management and control of equipment. Optimize use of Human and other resources. Strategize and implement outreach programmes. Actively involved in undergraduate and postgraduate academic programmes in conjunction with UKZN.

ENQUIRIES:
Dr N. Kapongo Tel No: 035-9077139 / DR I Popa Tel No: 035-9077008

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

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

CLOSING DATE: 14 September 2018

POST 35/142: MEDICAL SPECIALISTS GRADE 1/2/3 REF NO: EMP20/2018 (X2 POSTS)
Department: (Anaesthetics & Critical Care)

SALARY:
Grade 1: R1 051 368 – R1 115 374 per annum
Grade 2: R1 202 112 – R1 275 885 per annum
Grade 3: R1 395 105 – R1 744 191 per annum
(Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules); Other Benefits; 18% In-Hospitable Allowance of basic salary plus Commuted Overtime (Group 3 - Compulsory)

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

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

DUTIES:
Effective overall management of the service, their organization and Strengthen and deliver Anesthetics clinical services in the Department of Anesthetics & Critical Care at QNRH. Provide support for the Clinical Unit Head in the management of the Anesthetics Department, including human and financial resources. Provide support for the Executive Head of Anesthetics in strategic and financial oversight of clinical services, participate in and provide technical support in regional and provincial child activities. Assist with Anesthetics services coordination between levels of care. Assist in quality improvement activities including clinical audit, data
management, monitoring and evaluation. Actively participate in the academic under- and post-graduate Anesthetics training program (including medical student’s clinical teaching). Perform and supervise Anesthetics operational research activities in the Department of Anesthetics at QNRH. Perform overtime as required in Anesthetics Department and outreach activities to district hospitals.

ENQUIRIES
APPLICATIONS
ENQUIRIES APPLICATIONS
Dr P Popa Tel No: 035-907 7008 / Dr VM Mpungose Tel No: 035 907 7122
Applications should be directed to: The Chief Executive Officer – Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Hand Delivered applications should be submitted to: The Human Resources Office at Queen Nandi Regional Hospital, 29 Union Street, Empangeni, 3880. Applications should be submitted on or before the closing date before 16h00.

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

CLOSING DATE
POST 35/143
SALARY
CENTRE
REQUIREMENTS
DUTIES

14 September 2018
MEDICAL OFFICER REF NO: GJC 11/2018 (X2 POSTS)
Grade 1: R780 612 per annum
Grade 2: R892 551 per annum (employee must meet prescribed requirements)
Grade 3: R1 035 831 per annum (employee must meet prescribed requirements)
Other Benefits: Rural allowance 22% of annual salary, and commuted overtime allowance.)

GJ Crookes Hospital
MBChB. Degree or equivalent qualification; Plus Current registration with HPCSA as a Medical Practitioner. Registration with HPCSA as a Medical Practitioner. Proof of previous experience if any. Valid driver’s license. Knowledge: Sound knowledge of clinical and surgical skills associated within the practice of a District Level Hospital, i.e. caesarean sections and spinal anaesthetics, ectopic pregnancies, circumcisions and evacuations, etc. Knowledge and skills in medicine including HIV and TB, paediatrics, surgery, obstetrics and gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Good communication and interpersonal skills. Teaching and supervision of junior doctors and students. Knowledge of all applicable legislation.

Clinical and administrative duties / responsibilities for the respective clinics under GJ Crookes Hospital. (Provide out-reach services to PHCs). Implement quality standards and practices and treatment protocols as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in clinics. Diagnosing and facilitating referrals to higher level of care. After hours participation in call rosters. (Commuted overtime is compulsory) Perform emergency procedures and administer anaesthesia. Application of family medicine
to patients and relatives. Facilitation of staff training and ongoing medical education. Normal working hours 07H30 to 16H00 with half hour break in between.

ENQUIRIES: DR M Ragunandan Tel No: 039-978 7063
APPLICATIONS: Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180
FOR ATTENTION: Mr. JL Majola
NOTE: Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.

CLOSING DATE: 14 September 2018 at 16h00
POST 35/144: MEDICAL OFFICER (GRADE1) REF NO: PCHC 03/2018 (X2 POSTS)

SALARY: R780 612 – R840 942 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. Incumbent will have to sign the commuted overtime contract form as per the directive.

CENTRE: Phoenix Community Health Centre
REQUIREMENTS: Senior certificate / Matric or equivalent plus MBChB degree or equivalent qualification, certificate of registration with HPCSA as a Medical Practitioner, Proof of current registration with HPCSA as a Medical Practitioner, Certificate of service from current / previous employers stamped by HR must be attached. Knowledge, Skills, Attributes and Abilities: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to Primary Health Care, Sound knowledge of nation TB and ARV programme including STI's and PMTCT. Sound Knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function with multidisciplinary team. Sound knowledge and clinical skills. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.

DUTIES: Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patient in OPD/ casualty, Maternity, Paediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centred care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient patient care. Ensure proper hand over of critical ill patients when going off duty. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Collaboration with medical practitioners and other health care workers in neighbouring health institution. Active participation in training interns and community service doctors. Maintain and continuously improve professional and ethical standard. Instil confidence in public service and also in medical profession through exemplary behaviour.

ENQUIRIES: Dr F.A Adebolu (Clinical Manager) Tel No: 031-538 0833
APPLICATIONS: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.
FOR ATTENTION: Ms H.S Khuzwayo
NOTE: Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original 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. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Males are encouraged to apply.

CLOSING DATE : 14 September 2018

POST 35/145 : MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: SAP 13/2018 (X1 POST)

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

OTHER BENEFITS: Rural Allowance; Commuted Overtime (subject to prior approval)

CENTRE : St Apollinaris Hospital

REQUIREMENTS : Grade 1: Senior Certificate PLUS appropriate qualification (MBCHB) plus registration with HPCSA as a Medical Practitioner in respect of RSA qualified who have performed community service, and 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections. Grade 2: Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate plus 5 years’ experience after registration with HPCSA as a Medical Practitioner, in respect of RSA qualified who have performed community service, and 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections. Certificate of service endorsed by Human Resources.
Grade 3: Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate with HPCSA plus 10 years’ experience after registration with HPCSA as Medical Practitioner, in respect of RSA qualified who have performed community service, and 11 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Certificate of service endorsed by Human Resources. Knowledge, Skills, Training and Competencies Required: Clinical knowledge. Knowledge of ethical medical practice. Good interpersonal skills. Ability to work under pressure. Assessment, analysis and Management skills.

DUTIES : Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Manage and facilitate the formulation of medical service policies and procedures of the Institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Handle medicine and surgical emergencies. Administer anesthetics. Provide after-hours medical service as per roster.

ENQUIRIES : should be directed to: DR NE Manci @ (039) 833 8000/8002

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to: Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

FOR ATTENTION : Human Resources Section

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

CLOSING DATE
14 September 2018

POST 35/146
HUMAN RESOURCE MANAGER REF NO: HRMAN/1/2018 (X1 POST)

SALARY
R697 011 per annum Level 11 (an all-inclusive remuneration package)

CENTRE
Inkosi Albert Luthuli Central Hospital

REQUIREMENTS
Degree/National Diploma in a Human Sciences related field. Plus three (3) years managerial experience in Human Resource Management. Proof of current and previous experience in a HR environment endorsed by the HR Department or the relevant employer. Recommendations: Certificates: MS Office Software Applications i.e. Ms Word, Excel, PowerPoint and Outlook. Knowledge, Skills, Training and Competencies Required: Strategic and Operational Planning skills. Broad knowledge of HR Practices/HR Development and planning, Employee Relations and Employee Health and Wellness programme. Excellent Management, facilitation, communication and interpersonal skills. Expert knowledge of legislative and policy framework informing the areas of operation. Ability to work in a multi-disciplinary team at a senior management level. Ability to prioritise issues and other work related matters in order to comply with tight deadlines. Extensive knowledge of computerised personnel and salary systems (PERSAL), MS Packages and applications thereof.

DUTIES

ENQUIRIES
Dr LP Mtshali Tel No: 031 2401124

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** : 14 September 2018

**POST 35/147** : DEPUTY DIRECTOR; HRM REF NO: EMP22/2018 (X1 POST)
Department: Human Resources

**SALARY** : R697 011 – R821 052 per annum. (All inclusive package)

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


**DUTIES** : Manage day to day functions of the HR department (Labour Relations, Human Resource Development and Practices) in the Hospital to ensure the rendering of high quality services. Develop an annual workforce plan within budgetary constraints. Develop and implement operational and strategic measures to enhance the morale of all staff employed in the hospital, Design and implement measures to ensure effective communication and participation throughout the hospital, Determine the numbers, skills mix and training needs for all departments in the QNRH, taking into account budgetary constraints, and national and provincial norms. Advise managers on all aspects of HR Management, organizational and individual development, and staffing structures and reporting arrangements. Manage & monitor recruitment & selection processes to ensure compliance with policies & prescripts, Develop and implement effective HR Policies within guidelines set by the provincial health department, Plan, Monitor and Control budget and expenditure of COE for the entire institution and also manage all resources allocated to HR component. Develop Human Resource Plan and Employment Equity plan for the hospital and ensures that they are put into practice. Design and implement effective employment relations (consultation and negotiations) forums with staff organizations, Investigate and preside over disciplinary cases within the institution and district wide. Advise managers and assist in the management of conduct and capability throughout the hospital. Manage Wellness services (EAP & Occupational Health).

**ENQUIRIES** : Mrs CNN Mkhwanazi Tel No: 035 07 7001/3

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

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

**CLOSING DATE:** 14 September 2018

**POST 35/148:** ASSISTANT MANAGER NURSING (PHC) REF NO: SAP 11/2018

**SALARY:** R581 826 – R654 840 per annum plus 13th Cheque, Rural Allowance, Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)

**CENTRE:** St Apollinaris Hospital

**REQUIREMENTS:**
Senior Certificate (Grade 12) or equivalent qualification. Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Post basic relevant nursing qualification with duration of at least 1 year in Primary Health Care. Registration certificate with SANC. A minimum of 10 years appropriate/recognizable experience in the nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of experience stamped and endorsed by Human Resources should be attached to the application. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

**DUTIES:**
Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Provision of quality comprehensive community health care.

**ENQUIRIES:** should be directed to: Miss NPP Hadebe @ (039) 833 8030/8026/8000

**APPLICATIONS:** Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to: Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

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

CLOSING DATE : 14 September 2018

POST 35/149 : ASSISTANT MANAGER NURSING (M&E) REF NO: SAP 12/2018

SALARY : R532 449 – R617 253 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner’s allowance employee must meet prescribed Requirements.

CENTRE : St Apollinaris Hospital

REQUIREMENTS : Senior Certificate/Grade 12 or equivalent qualification. Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Registration certificate with SANC. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. At least 3years of the period referred to above must be appropriate/recognisable experience at management level. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service.

DUTIES : Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Ability to direct a multidisciplinary team at to ensure production of quality data at a sub district level. Work effectively and amicably, at management level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance production of quality data at a sub district level. Able to developing and maintaining 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 facility. Able to plan, maintain and control the nursing services budget for the area/ facility.

ENQUIRIES : should be directed to: Miss NPP Hadebe @ (039) 833 8030/8026/8000

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to: Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

FOR ATTENTION : Human Resources Section

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

CLOSING DATE : 14 September 2018

POST 35/150 : ASSISTANT DIRECTOR: SYSTEMS REF NO: OSI AD 3/2018 (X1 POST)

SALARY : R444 693 per annum (Plus 13th cheque, Medical Aid - optional, Housing Allowance – Employee must meet the prescribed requirements)

CENTRE : Osindisweni Hospital


DUTIES : Ensure effective co-ordination, management and quality of work of all functional components of the Systems Department within the hospital. Analyze alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency. Ensure the effective efficient and economical utilization of all resources allocated to the institution, including the development of staff. Oversee the provision of all hotel services provided by private companies to ensure compliance with service level agreement. Ensure compliance with National Core Standards and Safety Programme Requirements.

ENQUIRIES : Mrs NP Ngcobo Tel No: 032 5419200 - Ext: 9201

APPLICATIONS : Applications should be forwarded to: The Human Resource Manager; Osindisweni Hospital; Private Bag X15; Verulam; 4340

CLOSING DATE : 14 September 2018

POST 35/151 : RADIATION ONCOLOGY RADIOGRAPHER (RADIOOTHERAPIST) REF NO: RADIOONCO/2/2018 (X13 POSTS)

Department: Radiation Oncology

This is a Re-Advert

SALARY : Grade 1: R374 364 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance- Employee must meet prescribed requirements.

CENTRE : EThekwini Oncology complex (Inkosi Albert Luthuli Central Hospital and Addington Hospital)

REQUIREMENTS : Diploma or Bachelor degree in Radiography. Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy Oncology). Four (4) years ‘appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Grade 1: Four (4) years ‘appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic
Radiographer salary. Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Radiation Oncology Radiographer. **Grade 2:** Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as a Radiation Oncology Radiographer. **Grade 3:** Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Radiation Oncology Radiographer. Knowledge, Skills, Training and Competences Required: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialised techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images / C.T. scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning. Good interpersonal skills and basic supervisory skills. Must have the ability to perform effectively in a team. Knowledge of basic patient care.

**DUTIES:**
Undertake all basic radiation planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy Planning and treatment procedure. Liase with the Physicist, Oncologist, Oncology nurses and the patient. Safely operate, care and construct accessories and immobilization devices used in the planning and treatment of the patient. Dosimetry checks done before delivery of treatment. Ensure accurate records kept of the course of Radiotherapy treatment delivered. Serve as Health and Safety Representative. Provide afterhours duties and rotate between Inkosi Albert Luthuli Central Hospital Radiotherapy department and Addington Hospital Radiotherapy department when needed.

**ENQUIRIES:**
B. Rasool Tel No: 013 2401856/1839 and T.Hlengwa Tel No: 031 327 2205

**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.

**CLOSING DATE:**
14 September 2018

**POST 35/152**
**CLINICAL NURSING MANAGER (GRADE 1) REF NO: PCHC 02/2018**

**SALARY:**
R362 559 – R420 318 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE:**
Phoenix Community Health Centre

**REQUIREMENTS:**
Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General Nursing and Primary Health Care (2018 receipt). Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current / previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment , Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report witting skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related polies.

**DUTIES:**
Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices.
within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, culture race or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Supervision of patient and provision of basic patient needs e.g oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilisation and safe keeping of basic medical, surgical pharmaceutical and stock.

ENQUIRIES: Mr MA Ndlovu (Deputy Manager Nursing) Tel No: 031-538 0808
APPLICATIONS: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe 4300.
FOR ATTENTION: Ms H.S Khuzwayo
NOTE: Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original 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. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

CLOSING DATE: 14 September 2018
POST 35/153: PROFESSIONAL NURSE (SPECIALTY) (ADVANCED MIDWIVES) REF NO: EMP 14/2018 (X3 POSTS)
Department: Nursing

SALARY: Grade 1: R362 559 – R420 318
Grade 2: R445 917 – R548 436
Other benefits: 13th Cheque, home owners allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% Rural allowance

CENTRE REQUIREMENTS: Queen Nandi Regional Hospital – Empangeni/Richards Bay Area
The appointment to Prof Nurse Specialty requires Degree/Diploma qualification that allows registration to General Nursing & Midwifery plus a relevant post basic qualification (Diploma in Advanced Midwifery & Neonatal Nursing Science), plus Registration certificate with South African Nursing Council (SANC), Current SANC registration (2018), Proof of current and previous experience stamped and endorsed by Human Resources. Experience: Grade 1: is a minimum of 4 years’ experience in Nursing after registration as a Professional Nurse. Grade 2: minimum of 14 years’ experience in nursing after registration as Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Attributes and Abilities: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient’s Rights Charter, Code of Conduct. Team building and diversity Management skills.

DUTIES: Effective management of patients, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain
accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. Be able to manage mothers and ventilated babies and report when necessary. Initiate and lead all obstetric programs i.e. PPP, PMTCT, CARMA MBFH, ESMOE, etc. Be able to manage neonates from birth.

ENQUIRIES:
Miss EPCN Mtshali Tel No: 035-9077005

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

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

CLOSING DATE: 14 September 2018

POST 35/154: ASSISTANT DIRECTOR (SYSTEMS) REF NO: SAP 14/2018

SALARY: R356 289 - R419 679 per annum plus 13th cheque (Level 09). Other Benefits: medical aid (optional) Homeowner’s allowance (employee must meet prescribed requirements)

CENTRE: St Apollinarius Hospital

REQUIREMENTS:
Senior Certificate or equivalent qualification. A three year National Diploma or Bachelor’s Degree in Public Management/Administration or Financial/Accounting Management PLUS At least three years supervisory experience in a Systems Component PLUS Valid unendorsed driver’s licence PLUS Certificate of service must be attached and endorsed by Human Resource Section. Knowledge, Skills, Training and Competencies Required: Knowledge of systems as well as relevant acts and regulations. Sound Management, negotiation, inter-personal and problem-solving skills. Good verbal and written communication skills. Decision making and problem solving skills.

DUTIES:
Manages day to day functioning of systems department in the Institution to ensure that the high quality of services is being rendered to. Participates in the development of policies that are in line with the Department's strategies and ensures that they are being implemented. Manages and controls systems in the Institution. Provides expert advice to the management on matters relating to systems administration. Provides the Management with information that is accurate and reliable to facilitate effective planning and decision making. Ensure
appropriate risk management and controls. Ensure that the Systems Section remains within its cash flows. Provide technical advice and statistical reports to the management team and carry out appropriate project evaluations and feasibility studies to ensure optimum efficiency and value for money in conjunction with the Finance Department. Ensure that the hospital complies with all statutory regulations and bylaws e.g. OHAS Act, Security, etc.

ENQUIRIES should be directed to: Miss NPP Hadebe @ (039) 833 8030/8026/8000

APPLICATIONS Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to: Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

FOR ATTENTION Human Resources Section

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

CLOSING DATE 14 September 2018
ANNEXURE Q

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS
Applications should be addressed to: Capricorn: The District Director, Private Bag X 9709, Polokwane, 0700
Sekhukhune: The District Director, Private Bag X80, Lebowakgomo, 0737
Vhembe: The District Director, Private Bag X5040, Thohoyandou, 0950
Waterberg: The District Director, Private Bag X1051, Modimolle, 0510
Mopani: The District Director, Private Bag X9689, Giyani, 0826

CLOSING DATE
14 September 2018

NOTE
Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications. Late applications, faxed or e-mailed applications will not be considered. Correspondence will be entered into with short listed candidates only. Applicants must clearly indicate the reference number and the centre on the Z83. If you don’t hear from us within 90 days of the closing date, kindly accept that your application has been unsuccessful. However should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of PAJA, Act 3 of 2000. Successful candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications.

OTHER POST

POST 35/155
INTERNSHIP: INFORMATION TECHNOLOGY (X10 POSTS)
(12 Months)

STIPEND
R5000.00 per month

CENTRE
Capricorn Ref No: DSD/57 (X2 Posts)
Sekhukhune Ref No: DSD/58 (X2 Posts)
Mopani Ref No: DSD/59 (X2 Posts)
Waterberg Ref No: DSD/60 (X2 Posts)
Vhembe Ref No: DSD/61 (X2 Posts)

REQUIREMENTS
Qualifications and competencies: BSc Computer Science or National Diploma in Information Technology or equivalent Degree and Diploma in ICT. Knowledge and Skills: Knowledge of Information Technology and/ or Computer Science. Good communication skills. Ability to perform LAN and Desktop Support in computer systems and hardware. Basic understanding of DHCP, WSUS, DNS and exchange functions.

DUTIES
Provide Service Desk and Fault Management services. Minor hardware and software repairs. Supporting users with basic assistance for logging in, changing passwords, end user computing issues and etc. Installing and configuration of new computers on the network, including assembling and installation of computers, keeping all the systems up to date with patches and security fixes, installation of antivirus and helping out end-users do their job more efficiently. Installation of operating systems and third party software as specified by LDSD. Installation of additional applications as per the user’s requirements such as LDSD business applications (ie Pastel and Bas system). Troubleshooting of computer related equipment and peripherals. First point of contact with users (telephone and e-mail). Establish and maintain database on jobs performed. Compile and submit reports weekly and/ or monthly.

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

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF RURAL, ENVIRONMENT AND AGRICULTURAL DEVELOPMENT

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

APPLICATIONS:
Applications quoting the relevant reference, should be forwarded as below addresses: The Director Human Resource Management, Department of Rural, Environment and Agricultural Development, Private Bag X2039, Mmabatho 2735, or delivered at the AgriCentre Building, corner Dr James Moroka and Stadium Roads, Mmabatho.

FOR ATTENTION: Ms, K Modise
CLOSING DATE: 21 September 2018
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department and be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric certificate must also be attached), ID document and driver’s licence. Non-RSA citizens/permanent resident permit holders must attach a copy of their permanent residence permits to their applications. Should you possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. All qualifications will be verified. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Applicants must indicate the reference number of the vacancy in their applications. Candidates requiring additional information regarding advertised posts should direct their enquiries to the relevant person as indicated in the advertisement. Applications received after the closing date will not be considered. This Department is an Equal Opportunity; Affirmative Action Employer Short-listed candidates may be subjected to security clearance, competency assessment and reference checking. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The successful candidate will be required to enter into a performance agreement and to undergo a competency assessment. The Department reserves the right not to make appointments to the advertised posts. Faxed and late applications will not be considered. Receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Note the above SMS posts: Short-listed candidates will be subjected to a security clearance and competency test. It will be required of the successful candidate to sign a performance agreement.

MANAGEMENT ECHELON

POST 35/156: DIRECTOR: ENVIRONMENTAL EMPOWERMENT SERVICES REF NO: NWREAD 01/08/18
Directorate: Environmental Empowerment Services
Re-Advertisement

SALARY: R1 005 063 per annum Level 13) (all inclusive salary package). The remuneration package consists of a basic salary (70%) and employer’s contribution to the Government Employees Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guideline.

CENTRE: Mahikeng – Head Office

REQUIREMENTS: An appropriate four year degree in any of the following fields: Environmental Science/Environmental Management/Community Based Natural Resource Management/Biodiversity Management/Environmental Education or B-Tech in Nature Conservation. For National Diploma, an additional qualification after the
Diploma is compulsory. A minimum of Five (5) years' experience at Middle Management level coupled with knowledge and understanding of sustainable development goals, knowledge of environmental legislation. Experience and knowledge on project management and implementation of projects. Knowledge and understanding of UNESCO processes of listing and managing World Heritage properties and Biosphere Reserves. A valid driver’s licence. A Masters degree will be an added advantage.

**DUTIES**

Provide strategic leadership and guidance to the Directorate. Set up management and reporting systems for the directorate. Manage budget and performance of the Directorate. Provide inputs into policy and strategic issues as required by the Department and the Chief Directorate. Provide guidance, strategic leadership and support on the identification, listing and management of Biosphere Reserves and World Heritage Properties. Develop and implement policy framework for rendering environmental education and extension services in line with the SDGs. Establish partnership with private sector in enhancing Environmental empowerment services in the Province. Provide project management support towards implementation of all Environment and Conservation projects. Provide Local Government support to Municipalities in carrying out their environmental mandate.

**ENQUIRIES**

Ms L Diale, Tel No: (018) 389 - 5666/5751

**OTHER POSTS**

**POST 35/157**

**CONTROL ENVIRONMENTAL OFFICER PRODUCTION GRADE A**

**REF NO: NWREAD 02/08/18**

Directorate: Environmental Empowerment Services

**SALARY**

R468 513 per annum (OSD as prescribed)

**CENTRE**

Bojanala District - Rustenburg

**REQUIREMENTS**


**DUTIES**

Supervise the development and implementation an awareness plan directed at targeted Beneficiaries. Supervise the Development and implementation of plan to improve institutional arrangements. Develop projects/Programme plans for identified projects/Programmes. Develop and implement a service delivery improvement plan for extension advisory services.

**ENQUIRIES**

Mr A Maremane, Tel No: (018) 389 - 5309/5751

**APPLICATIONS**

The District Director, Bojanala District Services, Private Bag X82070, Rustenburg 0300

**FOR ATTENTION**

Ms I Maponyane

**POST 35/158**

**ENVIRONMENTAL OFFICER PRODUCTION GRADE A**

**WORLD HERITAGE SITE**

**REF NO: NWREAD 03/08/18**

Directorate: Environmental Empowerment Services

**SALARY**

R256 815 per annum (OSD as prescribed)

**CENTRE**

Ventersrook (Vredefort Dome World Heritage Site) Dr Kenneth Kaunda District

**REQUIREMENTS**

Senior Certificate, Appropriate three (3) year Conservation or Environmental Management qualification with relevant post-qualification. 1-3 years’ experience. Computer literacy. Strong communication skills and ability to work with people. Driver’s licence and willingness to travel. Solid knowledge of the relevant heritage, environmental, conservation policies and legislation. Conflict management will serve as a recommendation.

**DUTIES**


**ENQUIRIES**

Mr A Maremane, Tel No: (018) 389 - 5309/5751
APPLICATIONS: The District Director: Dr Kenneth Kaunda District Services, Private Bag X804, Potchefstroom 2520, for attention of Ms C Hilderbrand
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE : 17 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 POST

POST 35/159 : PROCUREMENT SPECIALIST: ENTERPRISE DEVELOPMENT REF NO: DEDAT 2018-23 (12-Month Contract Position)

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

CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A Minimum of 3 years' relevant management experience. Recommendations: None. Competencies: Knowledge of the following: Economics; Research applications; Labour Relations; Financial Management; Stakeholder Management; Management principles; Project Management; Public Service procedures; Applicable policies and procedures; Relationship management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Strengthen partnerships to provide Procurement Promotion support to small businesses; Develop Procurement Promotion programmatic initiatives to create an enabling environment for small businesses to access new markets; Develop programmatic initiatives to provide economic opportunities (e.g. procurement opportunities and access to markets) for small businesses with a particular focus on small businesses in the Oil and Gas sector linked to the Saldanha Bay IDZ; Develop programmatic initiatives to identify specific gaps and/or blockages that constrain the participation of small enterprises in Procurement Promotion initiatives; Facilitate the implementation of Procurement Promotion innovation strategies and policies; Plan the sub-directorate’s budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

ENQUIRIES : Mr J Wolmanrans at (021) 483 2628

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 35/160 : CLINICAL MANAGER GRADE 1 (MEDICAL)

SALARY : R1 115 874 per annum, (A portion of the package can be structured according to the individual’s personal needs) (It will be expected of the successful candidates
to participate in a system of remunerated commuted overtime). Plus a rural allowance of 18% of basic salary.

**CENTRE**: Swellendam Hospital

**REQUIREMENTS**

- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice).
- Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner.
- Inherent requirement of the job: Valid (Code B/EB) driver’s licence.
- Competencies (knowledge/skills): Extensive clinical, surgical, obstetrical, anesthetic and relevant experience. Additional postgraduate qualification in Family Medicine or other specialty will be beneficial. Extensive knowledge of national, provincial and institutional health delivery system and policies. Strong leadership, motivational and interpersonal skills. Excellent communication skills (written, verbal) in at least two of the three official languages of the Western Cape. Computer literacy with proficiency in MS Word, Excel and PowerPoint. Analytical and innovative thinking.

**DUTIES**

- Strategic management of clinical services in addressing the burden of disease.
- Clinical service delivery at Cape-Agulhas sub-district as part of a multi-disciplinary team and responsible for clinical service delivery at both Swellendam and Cape Agulhas.
- Ensure clinical governance of doctors and Allied Health Professionals at Swellendam and Cape-Agulhas in co-operation with the Family Physician at Swellendam.
- Ensure skills development and in-service training of the multi-disciplinary team at Swellendam and Cape-Agulhas.
- Human Resource Management of the doctors and Allied Health Professionals at Swellendam and Cape-Agulhas.
- Financial management of laboratory services, blood, medication and medical/ surgical consumables at Swellendam and Cape-Agulhas.
- Engage with all relevant stakeholders regarding clinical services at Swellendam and Cape-Agulhas.
- Perform Clinical or Corporate Management of both Swellendam and Cape-Agulhas sub-districts.

**ENQUIRIES**

Dr JP Du Toit, Tel No: (028) 514-1142

**APPLICATIONS**

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

**FOR ATTENTION**

Ms A Brits

**NOTE**

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

**CLOSING DATE**

14 September 2018

**POST 35/161**: SOCIAL WORKER GRADE 1 TO 4

**CENTRE**: Knysna/Bitou Sub-district

**REQUIREMENTS**

- Minimum educational qualification: Bachelor’s Degree in Social Work (or equivalent). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker.
- Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience in social work after registration as Social Worker with the SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver’s licence.
- Competencies (knowledge/skills): Skills to ensure that one challenges structural sources of poverty, inequality, oppression, discrimination. Knowledge and understanding of human behaviour and social systems and skills to ensure that one intervenes efficiently and effectively at the points where people interact with their environments in order to promote social well-being. Ability and competence to ensure that one assists, advocates and empowers individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently. Understanding and ability to ensure that one provides...
social services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile reports.

DUTIES:
Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Keep up to date with new developments in the social work field. Do all the administrative functions required.

ENQUIRIES:
Ms L Ziervogel, Tel No: (044) 302-8400

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

FOR ATTENTION:
Ms S Pienaar

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

CLOSING DATE:
21 September 2018

POST 35/162:
OPERATING THEATRE PRACTITIONER

SALARY:
R242 475 per annum

CENTRE:
Tygerberg hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: Diploma in Operating Room Practice. Experience: Appropriate experience (after obtaining the qualification) in an operating theatre. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Willingness to rotate to other departments within the theatre complex of Tygerberg Hospital. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three languages of the Western Cape. Ability to assist both the surgeon and the Professional nurse in the theatre during surgery to provide safe patient care.

DUTIES:
Provide basic clinical care within a theatre setup. Accurate record keeping and statistics. Provide support to the Professional Nurses. Maintain professional growth, ethical standards and self-development.

ENQUIRIES:
Ms F Baartman, Tel No: (021) 938-4055

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

FOR ATTENTION:
Ms V Meyer

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

CLOSING DATE:
14 September 2018

POST 35/163:
PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: NURSING EDUCATION & TRAINING)

SALARY:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R241 908 (PN-A2) per annum</td>
</tr>
<tr>
<td>2</td>
<td>R297 516 (PN-A3) per annum</td>
</tr>
<tr>
<td>3</td>
<td>R362 559 (PN-A4) per annum</td>
</tr>
</tbody>
</table>

CENTRE:
Karl Bremer Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional and proof of current registration (i.e. annual licensing receipt of 2018). Experience: Grade 1: None after registration as a 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/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Basic computer literacy and presentation skills. Ability to communicate in at least two of
the three official languages of the Western Cape. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES: Initiate, participate and co-ordinate training, development and research within the Nursing Department. Identify and co-ordinate learning opportunities for all Nursing and support staff, as well as students in the Nursing Department. Participate in the co-ordination of basic and post basic training programmes for Nursing. Deliver a support service to the Nursing Service and the institution.

ENQUIRIES: Ms E Linden-Mars, Tel No: (021) 918-1224

APPLICATIONS: The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville 7535.

FOR ATTENTION: Ms A Dyers

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

CLOSING DATE: 21 September 2018

POST 35/164: PHARMACIST ASSISTANT GRADE 1 TO 3 (POST-BASIC)
Eden District

SALARY: Grade 1: R196 218 per annum
Grade 2: R227 721 per annum
Grade 3: R246 768 per annum

CENTRE: Knysna/Bitou Sub District

REQUIREMENTS: Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a professional council: Proof of current registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic) (Institutional). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) (Institutional) with the SAPC. Inherent requirement of the job: Willingness to travel (Only if employed at Community Health Centre or Community Day Centre). Competencies (knowledge/skills): Basic understanding of stock control. Computer literacy (MS Word and Excel). Knowledge of laws relating to Pharmacy. Proficiency in at least two of the three official languages of the Western Cape.

DUTIES: (Applicable to Pharmacist Assistant functioning under direct supervision): Assist with the effective control and provision of pharmaceutical products. Assist with accurate compounding, manipulation or manufacturing of a non-sterile medicine or scheduled substance. Assist with the effective control and distribution of pharmaceutical stock to areas within the facility for stock replacement. Support and assist the Pharmacy Manager with data capturing, record keeping, statistics gathering, information provision and the daily running of the pharmacy department including dealing with queries on pharmacy matters. Responsible for preparation of prescriptions and assist with the dispensing of medication for individual patient use under direct supervision of a pharmacist as per the Pharmacy Act.

ENQUIRIES: Ms GA Turner, Tel No: (044) 302-8498

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

FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post. Candidates registered in categories other than “Institutional Pharmacy” may also apply, on condition that registration in the category “Institutional Pharmacy” is obtained within 12 months from the date of appointment. Such individuals will be required to work under direct supervision of a Pharmacist. Appointments will be done on probation until the registration certificate in the required category is obtained. Failure to comply will lead to the termination of services in the case of those appointed from outside the public service. In the case of serving employees, the employee will return to his or her previous post.

CLOSING DATE: 21 September 2018

POST 35/165: FOOD SERVICE AID
Cape Winelands Health District

SALARY: R96 549 per annum
CENTRE: Ceres Hospital
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirement of the job: Ability to work shifts which include weekends and public holidays. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES: Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Preparation and production of all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures. Financial management and human resource support to supervisor.

ENQUIRIES: Ms A Pietersen, Tel No: (023) 316-9602
APPLICATIONS: To the Medical Manager: Ceres Hospital, Private Bag X54, Ceres, 6835.
FOR ATTENTION: Mr WJ Owen
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE: 21 September 2018

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co.za
CLOSING DATE: 17 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 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 35/166: DIRECTOR: AFFORDABLE HOUSING SPECIALIST REF NO: HS 2018-34
(12 Month Contract)

SALARY: All-inclusive salary package of R1 005 063 – R1 183 932 per annum (Level 13)
CENTRE: Department of Human Settlements, Western Cape Government
REQUIREMENTS: Bachelors degree in Property Studies, Finance or related field or appropriate degree in the field of Development Studies, development Economics, Agriculture, Urban and Regional Planning, Design or equivalent qualification; 10 years relevant experience; and Code 8 driver's license or alternative mode of transport for people with disabilities. Recommendations: In-depth knowledge and experience of the Affordable Housing market and sector; and Proven Project Management experience. Competencies: Sound knowledge of partnerships development in the Affordable Housing sphere; A firm understanding of the dynamics of the real estate market; Extensive knowledge of international research, policy and best practice for Affordable Housing delivery; Proven knowledge of: Strategic policies, guidelines, standard procedures and best practices relevant to Affordable Housing. Human Settlements and Local Government delivery issues; Excellent networking skills; Strong project management skills; Sound organising, problem-solving and dispute resolution/ conflict management skills; Ability to operate at a strategic level and manage engagements with real estate agents, financial institutions, departmental stakeholders, clients, communities and partners; and Ability to communicate at all levels and across sectors utilising various media, stakeholder engagement and to build and maintain working partnerships across all sectors.

DUTIES: Manage the development of a financial model for affordable housing which allows for investment and/ or cross subsidization into GAP Housing initiatives; Develop a strategic framework which guides GAP Housing delivery within government financial capabilities through the utilisation of international best practice; Explore, contribute toward and encourage a mortgage loan design which is appropriate for low income households and formal financial institutions; Develop a comprehensive Affordable Housing Strategy which guides the departmental leadership in strategic direction and quality decision making; Facilitate the development and building of appropriate partnerships with external agencies, organisations, the financial sector, property developers, employers, etc. to harness and maximise housing opportunities; Oversee the development of a programme guiding the financial rehabilitation of consumers to access Affordable Housing opportunities; and Implement systems and processes which facilitate the active monitoring of the private sector in terms of their provision of Affordable Housing (which has no government intervention or funding).

ENQUIRIES: Ms J Samson (021-483 2869)

OTHER POST


SALARY: Grade A: R714 393 per annum - All-inclusive salary package (As per OSD prescripts)

CENTRE: Department of Human Settlements, Western Cape Government

REQUIREMENTS: Bachelor of Technology in Engineering or relevant qualification; A minimum of 6 years’ post qualification Engineering Technologist experience. A valid driving licence; Compulsory registration with ECSA as an Engineering Technologist. Recommendations: Project Management; Experience in evaluation of technological design and analysis. Competencies: Knowledge of the following: Applicable policies, guidelines, design's standards, best practices, procedures and legislation, Engineering, legal and operational compliance; Practical application of engineering principles; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Technical design and analysis skills; Legal compliance; Computer literacy skills in (MS Office packages, Internet, Intranet, and other relevant software packages; Planning, organising and people management skills.

DUTIES: Manage technological advisory services; Monitoring and evaluation of technological designs; Manage administrative and related functions; Research and development.

ENQUIRIES: Mr. PVK Chandaka at (021) 483 0652
DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE: 17 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


SALARY: All-inclusive salary package of R697 011 per annum (Level 11)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Information Systems with a minimum of 6 years’ relevant experience in the IT sector of which 3 years must be management experience; A valid code B driving licence. Recommendations: Experience in the Development of Business Requirement Specifications; Experience in developing and implementing Municipal ICT Capacity Building Initiatives; Experience in human resources; financial resources and enterprise risk management. Competencies: Working knowledge of various ICT Governance Frameworks and Policy Legislation applicable to the public service; Knowledge of the following: Development of Business Requirements Specification; Business case development; Business process modelling and mapping tools and techniques; Compiling test plans and systems testing; Development of knowledge and information systems; Business knowledge and practices; Organisational; Business analysis techniques; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
DUTIES: Empower and capacitate the municipal ICT manager regarding the following: Strategic leadership and management of ICT; Alignment of the ICT strategic plan with municipal IDP and Strategic Goals; Policies for the institutionalisation of the Corporate Governance of ICT are developed and implemented by Management; Provide advice and capacitate municipal role players in terms of the implementation of national and provincial ICT capacity building and management initiatives; Ensure the alignment of the business and strategic planning; Manage the provision of technical support and capacity building to municipalities in the development and maintenance of Knowledge and Information Management Systems; Support municipalities to address audit findings; Support municipalities to be compliant with PAA; Management of the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives; Plan and manage the component’s budget through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
ENQUIRIES: Ms E Barnard at (021) 483 6126

POST 35/169: ASSISTANT DIRECTOR: FIRE SERVICES REF NO: LG 2018-31

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Fire Technology, Health Sciences or Disaster Management; A minimum of 3 years’ appropriate supervisory experience; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Fire operations, Command and Control and inspection programs; Department’s
financial directives and instructions (PFMA); Procurement requirements; Human Resource Management; Budgeting procedures; Expenditure control; Relevant acts and legislation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Project management and Crisis management skills; Senior fire officer management skills.

**DUTIES**

Provide leadership for developing, implementing and evaluating activities intended to prevent or reduce the negative consequences of fire and improve life safety of citizens; Provide technical guidance and assistance to Local Government Fire and Rescue Services to improve fire prevention, protection and life safety of citizens; Determines fire prevention, protection and life safety priorities, goals and objectives and the subsequent strategies and methods and monitors interventions appropriately; Maintain specialised workgroups and assist with maintenance of fire protection associations to enhance fire prevention, protection and life safety initiatives; Present training programmes and information sessions to enhance fire prevention, protection and life safety interventions; Evaluates the effectiveness of public fire prevention, protection and life safety programs by collecting and analysing relevant data and statistics.

**ENQUIRIES**

Mr E Du Toit at (021) 937 6357

**POST 35/170**

COMMUNITY DEVELOPMENT WORKER SUPERVISOR: COMMUNITY DEVELOPMENT WORKER MANAGEMENT, REGION A - REF NO: LG 2018-32

**SALARY**

R299 709 per annum - (Level 08)

**CENTRE**

Department of Local Government, Western Cape Government

**REQUIREMENTS**

An appropriate 3-Year Tertiary qualification (National Diploma/B-Degree) ; A minimum of 5 years’ relevant experience of which 1 year must be in a supervisory role; A valid code B driving licence. Recommendations: A good understanding of community needs and circumstances; Knowledge and understanding of state functions and programmes; A completed 3-year tertiary qualification in community development. Competencies: Knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices in the public services; Knowledge of the composition of communities in the Western Cape and their functioning; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Knowledge of existing service delivery levels in the Western Cape; Computer literacy in MS Office; Organisational / planning skills; Active listening skills; Decision making skills; Meeting skills; Interpersonal skills; Ability to work efficiently and effectively.

**DUTIES**

To supervise a team of Community Development Workers located at the local municipality; To develop the local work programme taking into account the National, Provincial and Municipal Programmes; To liaise with the Regional Manager, Municipalities as well as Government Departments (Provincial and National); Compile reports and documents, on progress, issues attended to, actions taken and outcomes; To deputise for the Regional Manager; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

**ENQUIRIES**

Mr M Bell (021) 483 3039

**POST 35/171**

COMMUNITY DEVELOPMENT WORKER: REGION: CITY OF CAPE TOWN (STRAND) REF NO: LG 2018-33

**SALARY**

R196 407 per annum (Level 06)

**CENTRE**

Department of Local Government, Western Cape Government

**REQUIREMENTS**

Senior Certificate (Grade 12 or equivalent qualification) or a Community Development Learnership Certificate; Minimum of 3 years’ proven experience in community development; A valid Code B driving licence. Recommendations: Community Development Learnership Certificate; A 3-Year National Diploma/B-Degree; A valid Code B driving licence; Working knowledge of community needs and circumstances. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer
literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Inform and assist communities with access to services provided by government;
Determine the needs of communities and communicate it to the relevant structures;
Promote networks and enhance the activities of existing local community workers aimed at improved service delivery;
Compile reports and documents on progress, issues attended to, actions taken and outcomes as required;
Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

**ENQUIRIES**

Mr M Bell (021) 483 3039

---

**DEPARTMENT OF THE PREMIER**

**APPLICATIONS**

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

**CLOSING DATE**

17 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 35/172**

**CHIEF ANALYST DEVELOPER: HEALTH, SOCIAL DEVELOPMENT AND REGIONAL SERVICES REF NO: DOTP 2018-91 (X4 POSTS)**

(3-Year Contract)

**SALARY**

R356 289 per annum plus 37% in lieu of benefits (Level 09)

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 3 years’ experience in systems development and analysis. Recommendations: Experience in the following: Microsoft BI; Oracle BI, or general BI development experience. Competencies: Knowledge of the following: HR matters; Finance; Information technology systems; Technical standards/procedures; Project Management; Conflict Management; National and International IT policies and trends; Organisational standards and policies; Full spectrum of systems developmental skills; Communication (written and verbal) skills in two of the three official languages of the Western Cape; Verbal exchange of highly technical information requiring difficult explanation; Planning and organising skills.

**DUTIES**

Supervise work of contractors; Systems analysis will entail the following: Develop functional and technical specifications to meet the business needs of clients; Systems analysis for new and existing systems; Constructs programs including coding, testing and debugging; Research; Software development will entail the following: Construct and implement application programs; Designs programs from program specifications; Quality control will entail the following: Ensure technical and functional standards are observed; Responsible for quality control as well as code walk-throughs; Prepares system documentation including training manuals; Liaison with the client.

**ENQUIRIES**

Mr L Benting at (021) 483 8941

**POST 35/173**

**ASSISTANT DIRECTOR: PERFORMANCE ADMINISTRATION REF NO: DOTP 2018-92**

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ supervisory experience in an administrative environment.
Recommendations: None. Competencies: Knowledge of the following: Constitution of RSA; Public Service Act and Regulations; Employment Equity Act; Basic Conditions of Employment Act; Labour Relations Act; White Paper on Transformation & Batho Pele Principals; White Paper on Service Delivery in the Public Service; Skills Development Act; Human Rights Practices; People Management; Skills Development Strategy of the Public Service; Disciplinary Codes and Procedures; Collective Agreements; SPMS; Public Finance Management Act; MS Office Package (MS Word, Excel, Power-point); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Administers the performance management training and information dissemination within the department; Track performance management events and activities against the performance management timetable of the department and compile regular progress reports; Provides administrative and operational support for the alignment of individual and departmental performance results; Administers the communication and disseminates information on performance management framework and gathers information regarding performance management implementation trends; Gathers and packages the information on personal development plans, skills development programmes and performance related consequence management; Ensure proper development, implementation and compliance of new and amended departmental policies and procedures; Regularly review and update policies; Liaise with other Departments (provincial and national) on performance management matters; Provide training to ensure proper execution of the System; Administer individual performance.

ENQUIRIES: Mr D Smith at (021) 483 4869

POST 35/174: CHIEF HR CLERK: PERFORMANCE ADMINISTRATION REF NO: DOTP 2018-93

SALARY: R242 475 per annum (Level 07)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years' clerical/administrative experience. Recommendations: PERSAL Introductory certificate. Competencies: Knowledge of the following: Project Management; Remuneration Management which include pay progression, accelerated pay progression, Grade progressions for OSD and Non OSD; Public Sector Legislation, Policies and Strategies; performance management related regulatory and legislative framework within the Public Sector; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Administer probation appointment and confirmation of probations of newly appointed staff members; Development systems and reporting on Performance Management processes; Administer performance management process i.e. management of incoming and outgoing performance management documents; Attend moderation meetings; Writing of minutes and submissions and processing of performance bonus payments; Development of proper record keeping system for report purposes; Administer the performance, evaluation and rewarding of staff; The approval of performance bonuses, pay progression, grade progression and probation on PERSAL; Auditor-General and counter management enquiries.

ENQUIRIES: Mr D Smith at (021) 483 4869

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE: 17 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 POST

POST 35/175 : ASSISTANT MANAGER: (FINANCIAL ANALYST) PFMA – REF NO: PT 2018-35

SALARY : R366 289 per annum (Level 09)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); Minimum of 3 years’ proven relevant experience in internal audit or risk management; A valid code B driving licence. Recommendations: Must be willing to travel to municipalities within the Western Cape; Proven experience in researching; Developing and updating enterprise risk management norms and standards in respect of municipalities; Proven experience in research methodologies; Process improvement skills; Project management experience; Provide administrative support in respect of strategic processes and engagements. Competencies: Knowledge of the following: Project Management; Administrative procedures relating to specific working environment; Working norms and standards; (Municipal Finance Management Act); National Treasury Regulations; National and Provincial Treasury Directives; National Treasury Risk Management Framework; Communication (verbal and written) and report writing skills in at least two of the official languages of the Western Cape Province; Proven computer literacy in MS Office; Project Management, leadership and presentation skills.

DUTIES : Research develop and issue enterprise risk management norms and standards; Project management of financial compliance related projects; Conduct state of readiness assessments; Conducting training in respect of risk management; Performing secretariat duties for Provincial Treasury’s risk management forum.

ENQUIRIES : Mr A Thomas (021) 483 4169

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 17 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 35/176 : SOCIAL WORK SUPERVISOR: MOSSELBAY: SERVICES DELIVERY TEAMS

REF NO: DSD 2018-93

SALARY : Grade 1: R363 507 - R421 404

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years’ appropriate experience in social work after registration as Social Worker with the SACSSP; A valid driving licence. Recommendations: None. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to
promote social well-being; The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; The understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; Ability to compile complex reports.

DUTIES:
Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES:
Ms M Hendricks at (081) 486 7938

POST 35/177:
INFORMATION OFFICER: EDEN KAROO (GEORGE) REF NO: DSD 2018-100

SALARY:
R242 475 per annum (Level 07)

CENTRE:
Department of Social Development, Western Cape Government

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1-year relevant experience. Recommendations: None. Competencies: Knowledge of the following: DSD systems; Policy development; Project coordination; Departmental policies and procedures; Communication strategy and procedures; Interpretation of prescripts; Report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES:
Collate and analyse all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes.

ENQUIRIES:
Ms E. Heydenrych at (044) 801 4030

POST 35/178:
ADMINISTRATION CLERK: KENSINGTON: ADMIN REF NO: DSD 2018-99

SALARY:
R163 563 per annum (Level 05)

CENTRE:
Department of Social Development, Western Cape Government

REQUIREMENTS:
Grade 12 (Senior Certificate or equivalent qualification). Recommendations: None. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics; Working procedures in terms of the working environment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Sound organising and planning skills.

DUTIES:
Render general clerical support; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services within the component.

ENQUIRIES:
Ms C Flerdermaus at (021) 511 9169

POST 35/179:
ADMINISTRATION CLERK: OUTENIEKWA: ADMIN REF NO: DSD 2018-98

SALARY:
R163 563 per annum (Level 05)

CENTRE:
Department of Social Development, Western Cape Government

REQUIREMENTS:
Grade 12 (Senior Certificate or equivalent qualification). Recommendations: None. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics; Working procedures in terms of the working environment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Sound organising and planning skills.
DUTIES: Render general clerical support; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services within the component.

ENQUIRIES: Ms B Nicholas at (044) 803 7508

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

CLOSING DATE: 17 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 35/180: CHIEF ENGINEER GRADE A: STRUCTURAL DESIGN REF NO: TPW 2018-196

SALARY: All-inclusive salary package of R991 281 per annum (as per OSD prescripts).

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

REQUIREMENTS: Civil Engineering degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of 6 years post qualification experience; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Recommendations: Post graduate studies in the field; Extensive Integrated Structural design-team management; Direct supervision of candidates during their Professional Development Program with ECSA; Publications and Papers published. Competencies: Knowledge of the following: Programme and Project Management; Financial Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Engineering and professional judgement; Strategic capability and leadership; Communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; People Management, Planning and organisng. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Conflict management, Negotiation and Change Management skills.

DUTIES: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on
ENQUIRIES: Ms Melanie K Hofmeyr at (021) 483 5713

POST 35/181: CHIEF ENGINEER GRADE A: GEOMETRIC DESIGN REF NO: TPW 2018-197

SALARY: All-inclusive salary package of R991 281 per annum (as per OSD prescripts).

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

REQUIREMENTS: Engineering Degree (B Eng/ BSC (Eng) or relevant qualification in Civil Engineering; A minimum of 6 years post qualification experience required; Compulsory registration with ECSA as a Professional Engineer; A valid driving licence. Recommendations: Post graduate studies in the relevant field; Extensive Integrated Geometric design-team management; Direct supervision of candidates during their Professional Development Program with ECSA; Publications and Papers published. Competencies: Knowledge of the following: Programme and Project Management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership. Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.

DUTIES: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate -111-structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the
engineering environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES**
Ms M. K Hofmeyr/A. Vermeulen at (021) 483 5713

**POST 35/182**
**DEPUTY DIRECTOR- CONTRACTOR DEVELOPMENT PROGRAMME:** CONSTRUCTION INDUSTRY, INNOVATION AND EMPOWERMENT REF NO: TPW 2018-194

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

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

**REQUIREMENTS**
An appropriate 3-year tertiary qualification (National Diploma/ B-Degree); A minimum of 5 years’ management experience; A valid code B (manual) driving licence. Recommendations: None. Competencies: Knowledge of the following: National, provincial and departmental policies, prescripts and practices regarding EPWP and Contractor development; Programme/Project management, Research and planning procedures; Supply Chain and Financial Management; 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**
Advocacy and planning of programmes: Conduct advocacy of unit programmes; Financial and Supply Chain Management: Compliance with Supply Chain Management prescripts and participate on EPWP SCM Committees; Human Capital Management: Conduct formal weekly staff meetings; Manage and oversee the implementation of the CDP Training and Mentoring Programme: Development and approval of the Implementation plan in accordance with the approved Contractor Development Policy; Monitoring and evaluation of the Contractor Development Programme: Conduct site visits with CDP team to ensure contractor compliance; Participate in national, provincial and local structures and/or engagements: Strategic and operational support to directorate and chief directorate.

**ENQUIRIES**
Ms P Jenniker at (021) 483 8551

**POST 35/183**
**PROFESSIONAL ENGINEER: MECHANICAL (PRODUCTION GRADE A-C)** REF NO: TPW 2018-204

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

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

**REQUIREMENTS**
An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid Code B driving licence. Recommendations: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of
the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

**DUTIES**

Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards 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; 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.

**ENQUIRIES**

Ms Jodie Thomas at (021) 483 2004

**POST 35/184**

**ROAD SAFETY OFFICER PRINCIPAL: METRO: EAST/NORTH REF NO: TPW 2018-195**

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year Tertiary qualification (National Diploma/B-degree) with a minimum of 3 years' appropriate experience; A valid code B driving licence. Recommendations: Experience in a traffic working environment with knowledge of Road Safety practices and principles; Community facilitation. Competencies: Knowledge in the following: Applicable government policies and procedures; Project management skills; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Engage with community based structures as well as Community Police Forums to promote road safety; Provide education/training to educators and learners; Implement awareness interventions; Conduct road safety needs analysis.

**ENQUIRIES**

Ms N September at (021) 483 6971

**POST 35/185**

**ENGINEERING TECHNICIAN PRODUCTION GRADE A: MECHANICAL REF NO: TPW 2018-199**

**SALARY**

R293 652 per annum (Salary will be determined as per OSD prescripts)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years' post qualification technical (engineering) experience. A valid code B driving licence. Recommendations: None. Competencies: The ability to evaluate offers according to specifications as well as to technical practically of offers according to roads construction; Ability to liaise with tenderers, end users and tender board/committee regarding offers received; Ability to control budgetary costs; Proven computer literacy; Have broad experience in all relevant aspects of the mechanical section and road construction; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and
regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES: Mr H Strydom at (021) 483 2130

POST 35/186: ICT SYSTEMS ADMINISTRATOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: TPW 2018-191

SALARY: R242 475 per annum (Level 07)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Certificate in IT with a minimum of 1 year' working experience in an IT environment. Recommendations: IT Degree/Diploma; Practical working experience with DPSA Corporate Governance of ICT Policy Framework (CGICTPF); Knowledge of COBIT (Controls Objectives for Information Related Technologies); Experience in Corporate Governance of Information Communication Technology (CGICT). Competencies: Knowledge of the following frameworks: Government Wide Enterprise Architecture (GWEA) Framework; IT Disaster Recovery and Business Impact Assessment; Advanced knowledge of Public Administration and CGICT Policy Framework; Business Analysis; Excellent in policy development and analysis Standard Operating procedures; Communication skills (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy; Diversity Citizenship, applied strategic thinking skills.

DUTIES: Assist with the analysis and development of all CGICT requirements; Assist with the facilitation of ICT Governance Implementation and Monitoring; Assist with the coordination of Departmental ICT Strategies and Policy Implementation; Assist with the provision of management support in departmental transversal application systems; Assist with coordinating and facilitating the introduction and optimisation of systems; Assist with managing the interface with Cel and other service providers; Assist with business continuity planning.

ENQUIRIES: Ms T Singh at (021) 483 5519