PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 36 OF 2018
DATE ISSUED: 07 SEPTEMBER 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:

WESTERN CAPE: DEPARTMENT OF LOCAL GOVERNMENT: kindly note that the post of Community Development Worker: Region: City of Cape Town (Strand) with Ref No: LG 2018-33 advertised in vacancy circular 35 dated 31 August 2018; requirement: 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, The requirement should read as follows: Senior Certificate (Grade 12 or equivalent qualification), minimum of 3 years proven experience in community development, A valid code B driving licence.
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ANNEXURE A

DEPARTMENT OF DEFENCE

APPLICATIONS
Department of Defence, Human Resources Division, Chief Directorate Transformation Management, Private Bag X159, Pretoria, 0001, Hand delivery address: Human Resources Division, Chief Directorate Transformation Management (CDTM), Armscor Building, 370 Nossob Street (near Delmas Road), Pretoria

CLOSING DATE
21 September 2018 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POST

POST 36/01

CHIEF ADMINISTRATION CLERK REF NO: CDTM/24/18
Chief Directorate: Transformation Management

SALARY
R242 475 per annum (Level 07)

CENTRE
Defence Pretoria

REQUIREMENTS
Grade 12 with National Diploma fully professional registered as recognised by SAQA with 3-5 Years Administration Experience. 3–5 years Knowledge of the Command and Control Channels within DOD. Code 08 Driver’s License will be an advantage (candidate must be able to obtain Military License within a period of a year). Special Skills – Computer Literacy in MS Excel, Ms Word, Ms Powerpoint Management Skills, Verbal and Written Communication Skills, Problem Solving Skills, Credibility, Analytical Thinking, Reasoning Ability, Planning and Organising Skills, Procurement Process, Project Management Skills, Financial Management, Knowledge and Understanding of DOD Policy on Transformation Management and Gender Mainstreaming Strategy, No. 1 of 2008.

DUTIES
Execute the Functions of Secretary for all Gender Related Coordinating Meetings and Debrief Sessions. Compile and Maintain Records of Gender Section Activities and Performing a Variety of Clerical Duties Utilising
Knowledge of Systems and Procedures. Prepare Stock Inventories. Purchase Supplies. Operation the Computer in the Office. Support the Gender Section (Assist Director Gender and SO1 Gender) with Gender Related Activities.

ENQUIRIES:
- Col M.J. Venter Tel No: (012) 355 5972
- Major B.N. Seepolle Tel No: (012) 355 5274 / 5305

NOTE:
Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.
ANNEXURE B

DEPARTMENT OF ENERGY

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

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

CLOSING DATE: 21 September 2018

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

OTHER POST

POST 36/02: DEPUTY DIRECTOR: AUXILIARY SUPPORT SERVICES

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

CENTRE: Pretoria (Head Office)

REQUIREMENTS: Degree/National Diploma in Public Management/Business Management/Transport and Logistics. A minimum of 3-5 years junior managerial experience PLUS the following key competencies: Knowledge of Public Finance Management Act, Treasury Regulations, Electronic Logging System, Understand the legislative/prescripts requirements relating to subsidies and GG vehicles, archive, documents, etc. Understand the needs of the department and its structure in order to effectively assess needs and allocate accommodation and provide other relevant auxiliary services. Thinking Demand: Problem solving, Creativity, Report writing, Solve problems arising from issuing of transport, participating in subsidized motor scheme by employees, collecting and delivering of mail, understand the accommodation needs of employees and creatively allocating accommodation, producing meaningful reports. Skills: Good communicator at all levels (verbally and Written), Communicate verbally and in writing with employees, suppliers and other stakeholders, Good numerical skills, Approval of payments maintenance invoices as well as transport related invoices and trip authorization, Negotiation skills, Computer Literacy (Use of Excel and Word in compiling reports and preparing submissions), Organizing skills. Be able to prioritize. Personal Attributes: Self driven, Innovative and self-confident, Ability to work under pressure, Ability to work independently without close supervision and produce quality work, Understanding the environment and address common problems properly and promptly, Meeting tight deadlines. Learning Field: Public Management, Business Management, Transport and Logistics, Understand the impact of the structure of the department and provide the auxiliary services necessary to support it.

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: Monitor and ensure proper utilisation and maintenance of equipment, Evaluate and monitor performance appraisal of sub directorates, Ensure capacity building and training of staff in the sub directorate, Develop job descriptions for subordinates, Implement workplace discipline, Effective management of sub-directorates’ leaves, Allocate work, Provide monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan, Provide inputs to the annual spending plans aligned to business plan on coming year, Perform a stakeholder analysis for the component and identify their needs incorporated in business planning process, Develop/review internal work processes (SOPs) and Provide inputs on the development/review of Business plans with clear roles and responsibilities assigned with the resources requirements identified. Advise users and suppliers on national and departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management.

ENQUIRIES : Ms. TS Nengwekhulu ☎️012 406 7704
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

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

CLOSING DATE: 21 September 2018 at 12h00.

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

Note: The GTAC reserves the right to fill or not fill the advertised posts.

POST 36/03: FINANCIAL ANALYST (GTAC) – REF NO: G016/2018 (X2 POSTS)
Term: 3 Year Fixed Term Contract

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

CENTRE: Pretoria

REQUIREMENTS: Completed NQF Level 7 B. Com Degree Finance/Accounting or relevant 3 year qualification from accredited educational institution. A post graduate qualification and grant management experience will be an advantage. At least 3 years professional working experience. Experience in appraising, negotiating and closing Project Finance, Corporate Finance and Structured Finance transactions. Auditing experience will be an added advantage. Strong accounting background and credit and risk analysis skills. Must be able to comprehensively analyse financial statements. Must be able to independently conduct financial model reviews and analysis. Experience in reporting, consolidation and financial analysis. Thorough understanding of Generally Accepted Accounting Principles (GAAP), Knowledge of Statutory accounting principles and of relevant legislative framework and accounting practice (PFMA, Treasury Regulations, GRAP).

DUTIES: Financial Appraisals and Portfolio Reports including; Analysis of Corporate Financials, appraises new investment proposals (due diligence) and opportunities, ensures commercial analysis, financial modelling and analysis, risk and institutional analysis are done, prepares appraisal/credit reports when necessary, prepares disbursement request reports for submission, oversees disbursements to approved projects as well as monitor project progress post investment, reviews and verifies statistical and financial information, determines cost of operations by establishing standard costs; collecting operational data. Cost Analysis including; Identifies financial status by comparing and analyzing actual results with plans and forecasts, provision of trends and forecasts, provide explanation on processes and techniques and recommend actions, improves financial status by analyzing results and monitoring variances, identify trends and recommend actions to Jobs Fund management, recommends actions by analyzing and interpreting data and making comparative analyses. Accounting and Compliance including; Auditing including; examines accounting data for accuracy, appropriateness and documentation, audits document submitted for payment for compliance with Jobs Fund guidelines, prepares and maintains mandated
documents as required. Communications and Technical Support including;
Maintains communication with staff regarding financial matters, provides
information and technical support in the development and revision of policies
and regulations, assists in the development of office systems and procedures,
promote knowledge management by sharing of technical financial information,
reviews proposed contracts for adherence to Jobs Fund policy, existing laws
and regulations, provides support to Jobs Fund staff or programs as a fiscal
advisor when necessary.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442
ANNEXURE D

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(NORTHERN CAPE URBAN TVET COLLEGE AND LETABA (TVET) COLLEGE)

OTHER POSTS

POST 36/04 : PROJECT MANAGER: INFRASTRUCTURE REF NO: NCUTVET/2018/07/6

3 Year Contract (Council appointment)

SALARY : R356 289 per annum (SL9)

CENTRE : Kimberley (Central Office)

REQUIREMENTS : An appropriate Bachelor’s Degree/Diploma (NQF Level 6/7) or equivalent qualification specializing in construction or related field. At least 3 years’ experience in managing construction projects. A postgraduate qualification will be an added advantage. A valid driver’s license is a prerequisite. The position requires an individual with a conceptual understanding of the rules and standards governing projects administration and management and to ensure that the requirements for each project is spelt out by the job packaging/statutory requirements. Further requirements are risk management experience in project management. Good communication; written and spoken skills; proficiency in analysing 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 (NIIAMMS etc.). Knowledge of procurement processes.

DUTIES : The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects. Responsible for the flow of information from the college level project supervisor (the organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (DHET). Make the arrangements for projects documentation on the recommendation and specification of the Department and ensure that the specifications are being met. Meet the project owner, ensure that appropriate specification are set, or meet a higher standard. Update information on the project management tools. Make arrangements 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 : NP Mere- HR Unit Tel No: (053) 839 2083

APPLICATIONS : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

NOTE : To be included in the application, applications must be submitted on form Z83 obtainable from any public service department or on the internet at www.gov.za/documents, which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications, Driver’s license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants. If no response is received within 3 months after the closing date, please regard your application as unsuccessful. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

CLOSING DATE : 21 September 2018
POST 36/05: FACILITATORS (CENTRE OF SPECIALISATION) CARPENTER AND JOINER REF NO: NCUTVET/2018/07 (X2 POSTS)

3 Years Contract (Council appointment)

SALARY: R356 289 – R416 679 per annum (SL9)

CENTRE: Kimberley (Moremogolo Campus)

REQUIREMENTS: A Diploma or equivalent qualification at REQV 13 Level. Qualified Artisan as a Carpenter and Joiner with trade test passed. 3-5 years or appropriate artisan experience as a Carpenter and Joiner in industry with specific experience in the following areas: tool, equipment, machinery and materials, set out work area, cutting materials, installing structures, fabricate, erect and stipe steel and timber formwork, prepare and erect ceilings, roof trusses, partitions and panelling, Clad roof structures, and finishing. Education, Training and Development Practice (ETDP) or related qualification will be an added advantage. Qualification as a registered Assessor and/or Moderator for the carpenter and Joiner trade will be an added advantage. 2 years or more training/workshop mentoring experience will be an added advantage. Skills Set: The preferred candidate will have knowledge of the Carpenter & Joiner industry, the legislative and regulatory environment, as well as knowledge of and experience in implementing Occupational Health & Safety regulations and requirements. Good verbal and written communication skills, including presentation or lecturing and report writing skills. He/she will have planning and organising skills, including lesson planning skills, analytical skills, conceptual ability and the ability to assess learners. Computer literacy in Microsoft Suite. A valid driver’s licence. The preferred candidate will have the ability to take on a leadership and mentorship role, will be focused on customer service, be disciplined and professional and will have excellent interpersonal skills. He/she will be responsible for his/her own continuous professional development.

DUTIES: The incumbent will be responsible for: Providing theoretical and practical training applicable to the Carpenter & Joiner trade, and according to pre-determined curriculum and lesson frameworks. Assess and/or moderate theoretical and practical competencies of learners in the programmes against pre-determined requirements. Ensure that training equipment, workshops and related resources are available and in working order, and conduct regular inventory control. Perform administrative and management functions, functions including preparing and submitting reports to relevant authorities, preparation of training registers, preparation and completion of learner files, and any other administration required by oversight bodies. Attend industry and training workshops, as well as any other prescribed training to ensure own continuous professional development. Ensure training environment and activities are compliant to all safety, health environmental requirements. Plan delivery of the occupational qualification in such a way that the learners are prepared to complete and pass the relevant assessment and trade test. Manage the scheduling of learner for theory and industry placement/practical components of the programme.

ENQUIRIES: NP Mere- HR Unit Tel No: (053) 839 2083

APPLICATIONS: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

NOTE: To be included in the application, applications must be submitted on form Z83 obtainable from any public service department or on the internet at www.gov.za/documents, which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications, Driver’s license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants. If no response is received within 3 months after the closing date, please regard your application as unsuccessful.
The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

CLOSING DATE : 21 September 2018

POST 36/06 : SENIOR STATE ACCOUNTANT: ASSETS AND SUPPLY CHAIN MANAGEMENT: REF NO: LET 10/06/2018
(Three Years’ Contract)
Re advert: all people who applied before are encouraged to reapply.

SALARY : R299 709 per annum (SL 8)
CENTRE : Central Office
REQUIREMENTS : An appropriate National Diploma/Bachelor Degree or equivalent qualification majoring in Financial Management/Accounting. Three years relevant working experience in Assets and Inventory management and/ or Supply chain management. Knowledge of PFMA, GRAP and treasury regulations. Good communication, numerical, analytical and problem solving skills. Must have the ability to work under pressure with little or no supervision. Must be computer literate and have a valid driver’s license.

DUTIES : Management of Assets in the College. Preparation of annual Capital Expenditure Budget. Monitoring and reporting of ongoing performance against capital budget. Support to Supply Chain Management (SCM) to ensure that asset and inventory ordering procedures are in compliance. Support to management in assessing, monitoring and implementing SCM procedures in the Contract Management of service providers where this impacts items of assets whether owned or leased. Preparation of a Monthly Report detailing the operational and financial aspects of Asset and Inventory activities. Supervise and manage the performance of the staff working with Assets, inventory and supply chain management.

ENQUIRIES : Mr P Mokhonazi / Mr SD Sebela Tel No: (015) 307540
APPLICATIONS : Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province.

NOTE : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Letaba TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and experienced candidates for appointment in the following vacant positions.

CLOSING DATE : 21 September 2018 at 16h00

POST 36/07 : SUPPLY CHAIN OFFICER: INFRASTRUCTURE PROJECT REF NO: NCUTVET/2018/07/8
12 Months Contract (Council appointment)

SALARY : R242 475 – R285 630 per annum (SL7)
CENTRE : Kimberley (Central Office)
REQUIREMENTS : Three (3) years Diploma/ BCom Degree on Supply Chain Management (NQF Level 6/7). Three to five years working experience in Supply Chain Management as a supervisor or in the middle management level. Basic knowledge of Supply Chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Demonstrate a sound understanding of the PFMA; Treasury regulations; PPFA, Supply Chain Management guidelines and other related prescripts. Knowledge of the Public sector procurement process, rules and regulations.
DUTIES: Manage and oversee the compilation and maintenance of all assets records. Manage all donation, transfer, losses/stolen/damage/loan repairs. Supervise and mentor junior staff. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Liaise with Management to ensure that all verification results has been successfully updated unto the system. Request and submit quotations, and ensure that all orders are placed on time. Capture specifications on the electronic purchasing system. Provide secretariat or logistical support during the bid consideration and contracts conclusion. Issue and receive bid documents. Check and maintain goods registers. Ensure that suppliers are captured and registered on the system, and frequently updated. Identify assets not registered on the register, facilitate upload thereof. Deal with queries from logistics, internal and external audit departments. Check, place and verify orders for goods.

ENQUIRIES: NP Mere- HR Unit Tel No: (053) 839 2083

APPLICATIONS: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

NOTE: To be included in the application, applications must be submitted on form Z83 obtainable from any public service department or on the internet at www.gov.za/documents, which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications, Driver’s license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants. If no response is received within 3 months after the closing date, please regard your application as unsuccessful. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

CLOSING DATE: 21 September 2018

POST 36/08: LECTURER ELECTRICAL HEAVY CURRENT (X2 POSTS)

SALARY: R198 774 per annum (PL1)

CENTRE: Maake Campus – Ref No: LET 17/06/2018 (Re-Advert)
Giyani Campus – Ref No: LET 24/08/2018

REQUIREMENTS: An appropriate National Diploma/Bachelor’s Degree in Electrical Engineering or any equivalent qualification in the relevant field. Working experience in the Education Sector or industry will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Must be Computer literate.

DUTIES: The successful candidate(s) will be required to lecture and assess NCV and report 191. Management of students and administrative records. Classroom/workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students’ performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

ENQUIRIES: Mr P Mokhonazi / Mr SD Sebela Tel No: (015) 307540

APPLICATIONS: Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province.

NOTE: Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. NB: Foreign applicants should attach the following.
documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Letaba TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and experienced candidates for appointment in the following vacant positions.

CLOSING DATE : 21 September 2018 at 16h00

POST 36/09 : LECTURER MATHEMATICS (X2 POSTS)
Permanent

SALARY : R198 774 per annum (PL1)
CENTRE : Tzaneen Campus (Ref No: LET 25/08/2018)
Maake Campus (Ref No: LET 26/08/2018)

REQUIREMENTS : An appropriate National Diploma/Bachelor’s Degree or equivalent qualification in Education or any relevant field majoring in Mathematics or Statistics. Working experience in the Education sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Registration with SACE is Compulsory.

DUTIES : The successful candidate(s) will be required to lecture and assess NCV and report 191. Management of students and administrative records. Classroom / workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students’ performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

ENQUIRIES : Mr P Mokhonazi / Mr SD Sebela
Tel No: (015) 307540

APPLICATIONS : Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province.

NOTE : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Letaba TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and experienced candidates for appointment in the following vacant positions.

CLOSING DATE : 21 September 2018 at 16h00

POST 36/10 : LECTURER GENERIC MANAGEMENT: REF NO: LET 26/08/2018
(Permanent)

SALARY : R198 774 per annum (PL1)
CENTRE : Giyani Campus

REQUIREMENTS : An appropriate National Diploma/Bachelor’s Degree or equivalent qualification in Education or any relevant field majoring in Project Management or Management Practice. Working experience in the Education sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Registration with SACE is Compulsory.
DUTIES : The successful candidate(s) will be required to lecture and assess NCV and report 191. Management of students and administrative records. Classroom/workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students’ performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

ENQUIRIES : Mr P Mokhonazi / Mr SD Sebela Tel No: (015) 307540

APPLICATIONS : Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province.

NOTE : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Letaba TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and experienced candidates for appointment in the following vacant positions.

CLOSING DATE : 21 September 2018 at 16h00

POST 36/11 : LECTURER MARKETING MANAGEMENT: REF NO: LET 27/08/2018 (X2 POSTS) (Contract)

SALARY : R198 774 per annum (PL1)

CENTRE : Giyani Campus

REQUIREMENTS : An appropriate National Diploma/Bachelor’s Degree or equivalent qualification in Education or any relevant field majoring in Marketing or Public Relations. Working experience in the Education sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended.

DUTIES : The successful candidate(s) will be required to lecture and assess NCV and report 191. Management of students and administrative records. Classroom/workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students’ performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace. Report to management from time to time.

ENQUIRIES : Mr P Mokhonazi / Mr SD Sebela Tel No: (015) 3075440

APPLICATIONS : Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag X 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province.

NOTE : Z83 Form indicating correct reference number, detailed CV, certified copies of qualifications including academic record/transcript and ID document. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit and police clearance. People with disability are encouraged to apply. Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Letaba TVET College is an equal opportunity, affirmative
action employer. Applications are invited from suitably qualified and experienced candidates for appointment in the following vacant positions.

**CLOSING DATE**

: 21 September 2018 at 16h00
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.

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 POSTS

POST 36/12: COURT MANAGER (X2 POSTS)

SALARY: R444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s Offices, Kokstad Ref No: 18/23C/KZN
Magistrate’s Offices, Nongoma Ref No: 18/24C/KZN

REQUIREMENTS: A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent qualification; At least 3 year’s managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver’s license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

DUTIES: Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements.

ENQUIRIES: Mr J.N. Mdaka ☏ 031 372 3000
APPLICATIONS: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
CLOSING DATE: 01 October 2018

POST 36/13: ADMINISTRATIVE OFFICER (OFFICE MANAGER) REF NO: 18/26C/KZN

SALARY: R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s Court, Dannhauser

REQUIREMENTS: A Bachelor’s Degree in Administration or equivalent qualification and a 3 years relevant experience in Court and Office Administration; Knowledge of the
PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

**DUTIES**
Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyze statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

**ENQUIRIES**
Mr J.N. Mdaka @ 031 372 3000

**APPLICATIONS**
Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

**CLOSING DATE**
01 October 2018

**POST 36/14**
ADMINISTRATIVE OFFICER: REF NO: 18/16/FS

**SALARY**
R299 709 - R353 043 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
Magistrate’s Office Kroonstad

**REQUIREMENTS**
Three year Bachelor’s Degree /National Diploma in Public Management/Administration or equivalent qualification; A 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage. Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.

**DUTIES**
Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and; Performance of any other duties necessary to ensure smooth office running.

**ENQUIRIES**
Ms NM Dywili @ (051) 407 1800

**APPLICATIONS**
Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

**NOTE**
All former contract workers of the Department are encouraged to apply.

**CLOSING DATE**
21 September 2018
POST 36/15: ADMINISTRATIVE OFFICER: REF NO: 18/17/FS

SALARY: R299 709 - R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s Office: Reddersburg
Magistrate’s Office: Thabanchu
Magistrate’s Office: Ficksburg

REQUIREMENTS: A three year Bachelor’s Degree /National Diploma in Public Management/ Administration or equivalent qualification; A 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage. Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.

DUTIES: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Manage the office of Finance (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; general Supervision of Administration staff and Implement formal and informal disciplinary matters. Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and Performance of any other duties necessary to ensure smooth office running.

ENQUIRIES: Ms NM Dywili @ 051 407 1800

APPLICATIONS: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

NOTE: Applicants who previously applied are encouraged to apply and all former contract workers of the Department are encouraged to apply/re-apply.

CLOSING DATE: 21 September 2018

POST 36/16: COURT INTERMEDIARY: REF NO: 17/18/NC

SALARY: R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Office Kimberley

REQUIREMENTS: Must be competent to be appointed as an Intermediary as prescribed in the Determination under section 170A (4)(a) of the Criminal Procedure Act, 1977, as amended by the Sexual Offences and Related Matters Act 32 of 2007; The candidate must be registered in one of the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974) and against whose names the specialty pediatrics is also registered; Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974, and against whose names the specialty psychiatry is also registered; Family counsellors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act No. 24 of 1987), and who were registered as social workers under section 17 of the Social Work Act, 1978 (Act 110 of 1978), or who are or were classified as teachers in qualification category C to G, as determined by the Department of National Education, or who are or were registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974; Child care workers who have successfully completed a two-year course in child and youth care approved by the National Association of Child Care Workers and who have four years’ experience in child care; Social workers who are registered as such under section 17 of the Social Work Act, 1978, and who have two years’ experience in social work; Teachers who are classified in qualification category C to G, as...
determined by the Department of National Education, and who have four years’ experience in teaching and who have not at any stage, for whatever reason, been suspended or dismissed from service in teaching; Psychologists who are registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974; Reliable, dedicated and hardworking; Language requirements: a combination of the following will be considered; Proficiency in English, Setswana and Afrikaans are compulsory; Xitsonga, IsiXhosa and IsiZulu will be an added advantage. The following qualities will be added recommendations: The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; Understanding of and respect for the rights and dignity of the witness requiring assistance; Ability to treat the witness and his/her family with respect and empathy; Ability to provide emotional support and assistance to the witness and his/her family; Understanding of the ethical implications of working with children and court processes.

**DUTIES**: Act as Intermediary by facilitating court proceedings where children are involved; Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18; Manage the efficient flow of all cases involving children and disabled persons; Facilitate the allocation of dates by utilizing the central diary to schedule matters; Maintain the Intermediary room and the resources therein; Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them.

**ENQUIRIES**: Mr. J. Tope ☎ 053 802 1300

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

**CLOSING DATE**: 21 September 2018

**POST 36/17**: ASSISTANT STATE ATTORNEY, LP3-LP4: REF NO: 18/63/SA

**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: Bloemfontein

**REQUIREMENTS**: An LLB or 4 year recognized legal qualification; Admission as an Attorney At least 2 years appropriate post legal/litigation experience; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

**DUTIES**: Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour Court, Land Claims Court and CCMA, Draft and/or settle all types of agreements on behalf of the various clients; Furnish legal advice/ opinions and contracts; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collection; Attend to liquidation, insolvency queries, register trust and companies.

**ENQUIRIES**: Mr. M. Kooko ☎ (012) 315 1164

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Postal Address: The Regional Head: 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.

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

**CLOSING DATE**: 01 October 2018

**POST 36/18**: MAINTENANCE INVESTIGATORS (X3 POSTS)

**SALARY**: R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Magistrate Courts: Howick Ref No: 18/27C/KZN Kwadukuza Ref No: 18/28C/KZN Umbumbulu Ref No: 18/29C/KZN
**REQUIREMENTS:**
A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver’s licence; Knowledge of computer literacy (experience in MS Word and Excel); Certificate reflecting these courses to be attached. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance matters for the court.

**DUTIES:**
Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Outdoor function requiring physical tracing capabilities; Perform any other administrative functions as required from time to time; Serve documents on complainants/respondents/banks/employers/etc.

**ENQUIRIES:**
Mr J.N. Mdaka (031) 372 3000

**APPLICATIONS:**
Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

**CLOSING DATE:**
21 September 2018

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**REQUIREMENTS:**
NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in two or more indigenous languages; Three (3) years’ practical experience; Driver’s license will be an added advantage; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Interpersonal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management. Confidentiality and ability to work under pressure; Language Proficiency: Welkom: Sesotho, IsiXhosa, English and Afrikaans; Language Proficiency: Bethlehem: English, Afrikaans, Sesotho and IsiZulu.

**DUTIES:**
To interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial, Interpret non-verbal gesture, dramatization and confessions; Ensure that subordinates conclude performance agreements. Review performance and give feedback to Court Interpreters; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department; To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

**ENQUIRIES:**
Ms NM Dywili @ 051 407 1800

**APPLICATIONS:**
Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

**NOTE:**
Applicants are required to indicate the reference number and office of preference on the Z83 application form. Applicants who previously applied and all former contract workers of the Department are encouraged to re-apply/apply.

**CLOSING DATE:**
21 September 2018
POST 36/20: SENIOR COURT INTERPRETER REF NO: 18/14/FS

SALARY: R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s Office, Thabanchu Cluster

REQUIREMENTS: NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in two or more indigenous languages; Three (3) years’ practical experience; Driver’s license will be an added advantage; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Interpersonal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure; Language Proficiency: Thaba-Nchu: Sesotho, Setswana, English and Afrikaans.

DUTIES: To interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

ENQUIRIES: Ms NM Dwyili @ 051 407 1800

APPLICATIONS: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

NOTE: Applicants are required to indicate the reference number and office of preference on the Z83 application form. Applicants who previously applied and all former contract workers of the Department are encouraged to re-apply/apply.

CLOSING DATE: 21 September 2018

POST 36/21: STATE ACCOUNTANT: FINANCE: REF NO: 18/18/NC

SALARY: R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Kimberley Regional Office

REQUIREMENTS: Three 3 year relevant tertiary qualification with Accounting as subject or equivalent; Minimum three (3) years’ experience in the field of finance, administration and human resource management; Knowledge of Financial/Accounting/Quality Assurance and Budget principles; Knowledge and experience in Financial Expenditure, Third Party Funds Management, Supply Chain Management, Basic Accounting System (BAS), Salary Administration and PERSAL functions, Departmental Financial Instructions (DFI), Treasury Regulations and PFMA; PERSAL experience will be an added advantage; Valid driver license. Skills and Competencies: Ability to manage Accounting and Administration functions effectively; Basic Accounting; Computer literacy (MS Office); Excellent Communication skills (verbal and written); Ability to work with stakeholders in a professional and empathetic manner; Good interpersonal relations; Accuracy and attention to detail.

DUTIES: Perform Salary Administration functions; Distribution of sundry and creditor payment advises to clerks; Verification and authorizing of BAS payments and Persal claims; Checking monthly document control reports; Monitor regional outstanding creditor lists; Ensure all processed documents are audit compliant; Ensure all payments are processed at year end; Capturing of original budget on BAS; Shifting of funds on BAS; Capture additional funds and journalizing payments on BAS; Monitor and report on spending trends; Reconciliation of budget allocation on BAS; Balancing of final budget allocation on BAS; Request budget/ expenditure input for quarterly reviews; Request budgetary needs of offices (Annual budget and MTEF); Reconciliation of Budget on JYP and BAS; Request and analyse expenditure
reports; Update and distribute expenditure reports; Update JYP and BAS commitments; Identify over/under and erroneous captured expenditure at sub-offices; Monitor expenditure interfaces (GG, Telephones, etc.); Examine the bank reconciliations on a monthly basis; Follow up all discrepancies with the various offices and provide administrative support to sub-offices; Provide the Supervisor with a monthly updated report; Compile management expenditure report; Identify erroneous allocations and correct per journal entry; Follow up regional bank exceptions; Tracing of incorrect data captured by sub – offices; Follow up outstanding creditor payments directly with suppliers or sub – offices; Monitor of private telephone debts; Complete accurate and updated reports as per prescribed; timeframes; Provide training to finance functionaries in the Region; Provide feedback on previous months engagements; Highlight areas of concern on a daily, weekly, monthly basis; Weekly checking of stock on hand; Checking of receipts with cash on hand; Checking of bank deposit book before money is deposited; Day end of receipts on BAS; Confirmation of deposits on BAS; Monthly checking of petty cash replenishment; Supervision of staff; Monthly reconciliation of receipts and deposits; Request and monitor regional request for petty cash limits increase/ decrease; Electronic reconciliation on DJINI; Monitor and verify finalization of PAYE registers on DJINI; Monitor and verify regional petty cash manual reconciliations; Monitor and verify regional petty cash reconciliations on DJINI.

ENQUIRIES:
Ms R de Klerk ☎ 053 802 1300

APPLICATIONS:
Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

CLOSING DATE: 21 September 2018

POST 36/22: REGISTRAR MR1: REF NO: 18/25C/KZN

SALARY: R186 828 – R867 399 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s Office, Port Shepstone

REQUIREMENTS: LLB degree or four year recognised legal qualification; No previous legal experience required; A valid driver’s licence. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.

DUTIES: Co-ordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates Court Act, 1944 at the court where stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil and criminal Sections, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the judiciary and Court Manager; Manage court information relating to civil and criminal sections including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute request from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure notation of relevant publications, codes, acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of court in the lower courts

ENQUIRIES: Mr J.N. Mdaka ☎ 031 372 3000

APPLICATIONS: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

CLOSING DATE: 01 October 2018
<table>
<thead>
<tr>
<th><strong>POST 36/23</strong></th>
<th>COURT INTERPRETER</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.</td>
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</table>
| **CENTRE**    | Magistrate Office: Richmond Ref No: 15/18/NC  
                 Magistrate Office: Kimberley Ref No: 16/18/NC (X3 Posts) |
| **REQUIREMENTS** | NQF Level 4 /Grade 12 or equivalent qualification; Three (3) months practical experience will be an added advantage; Proficiency in English; Applicants will be subjected to a Language test; A valid drivers’ license will be an added advantage. Language requirements: Xhosa, English, Afrikaans and Tswana are compulsory. Sotho, Sepedi, Tshongana, Tshivenda and isiZulu will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail. |
| **DUTIES**    | Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics; To perform any other duties he / she may be assigned to do in terms of rationalizations of functions by the office. |
| **ENQUIRIES** | Mr. R. Muller ☎ 053 802 1300 |
| **APPLICATIONS** | Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered. |
| **NOTE**      | Applicants will be subjected to a Language test. |
| **CLOSING DATE** | 21 September 2018 |
DEPARTMENT OF LABOUR

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

NOTE

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

OTHER POSTS

POST 36/24: SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: HR 4/18/09/01HO

Chief Directorate: Legal Services

SALARY: R448 269 – R1 084 437 per annum (OSD)

CENTRE: Head Office


DUTIES: Provide necessary and professional legal advice and support in the Department. Provide legal strategic direction to obtain maximum impact on the Department's service delivery. Draft legislations, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal binding documents for the Department. Facilitate the promotion of an effective relationship with all stakeholders. Appear in court. Manage litigation on behalf of the Department.
ENQUIRIES: Prof V Singh, Tel No: (012) 309 4611
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
CLOSING DATE: 21 September 2018 at 16:00
POST 36/25: PRINCIPAL INSPECTOR: DIVING ACTIVITIES REF NO: HR 4/18/09/13HO
Directorate: Health and Hygiene

SALARY: R444 693 per annum
CENTRE: Head Office
DUTIES: Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour (DoL) in terms of the OHS Act, Regulations and Standards. Conduct advocacy, audits, inspections and investigation of incidents and complaints. Conduct technical research on the latest trends of Occupational Health and Safety in terms of Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES: Ms. BDD Huna, Tel No: (012) 309 4408
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
CLOSING DATE: 21 September 2018 at 16:00
Directorate: Health and Hygiene

SALARY: R444 693 per annum
CENTRE: Provincial Office: Free State
DUTIES: Provide inputs into the development of Electrical Engineering and ensure implementation of Policies and ensure implementation of OHS Strategic for the Department of Labour (DoL) in terms of OHS Act and Regulation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Electrical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES: Mrs. A Mantutle, Tel No: (051) 050 6347
APPLICATIONS: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION: Sub-directorate: Human Resources Management, Bloemfontein
CLOSING DATE: 21 September 2018 at 16:00
Directorate: Health and Hygiene

SALARY: R444 693 per annum
CENTRE: Provincial Office: Free State
REQUIREMENTS: Three (3) years relevant tertiary qualification in Mechanical Engineering. Valid driver’s license (B). Two (2) years supervisory experience. Two (2) years functional experience in Health and Hygiene inspection/services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, COIDA, UIA, UI Contribution Act, Skills Development Act, Employment Equity Act, ISO 14001, ISO 18001. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management.

DUTIES: Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategic for the Department of Labour (DoL) in terms of OHS Act and Regulation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES: Mrs. A Mantutle, Tel No: (051) 050 6347

APPLICATIONS: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

FOR ATTENTION: Sub-directorate: Human Resources Management, Bloemfontein

CLOSING DATE: 21 September 2018 at 16:00

POST 36/28: STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/341

SALARY: R356 289 per annum

CENTRE: Provincial Office: Kimberly

REQUIREMENTS: LLB Degree/ Four (4) years legal tertiary qualification. Admission as an attorney or advocate. Two (2) years functional experience in legal environment. A valid driver’s license. Knowledge: Public Service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Departmental policies and procedures, Accounting system and Internal Control, Corporate governance, Enforcement Manual, Batho Pele principles. Skills: Computer literacy, Verbal and written communication, Good interpersonal relations, Problem solving, Facilitating, Presenting, Conflict management, Research, Litigation.

DUTIES: Implement statutory processes with respect to all Labour Legislation and IES policies. Implement advocacy programmes on compliance and enforcement. Develop and implement a Labour Centre monitoring program for enforcement files. Oversee administration for statutory services in the Province.

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

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered at c/o Pniel & Compound Street, Kimberley

FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Kimberley

CLOSING DATE: 21 September 2018 at 16:00


SALARY: R356 289 per annum

CENTRE: Provincial Office: Kimberly

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

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

ENQUIRIES: Mr. IS Vass, Tel No: (053) 8381652
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered at c/o Pniel & Compound Street, Kimberley

FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Kimberley

CLOSING DATE: 21 September 2018 at 16:00

POST 36/30: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS (X2 POSTS)

SALARY: R356 289 per annum

CENTRE: Provincial Office: East London- Ref No: HR4/4/1/201 (X1 Post)
Provincial Office: Kimberley: Ref No: HR4/4/343 (X1 Post)


DUTIES: Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all the resources of the Sub- Directorate.

ENQUIRIES: Mr. WG Dumalisile, Tel No: (043) 701 3032
Ms. MR Musa, Tel No: (053) 8381523

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered at c/o Pniel & Compound Street, Kimberley

FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Kimberley

CLOSING DATE: 21 September 2018 at 16:00

POST 36/31: ASSISTANT DIRECTOR: OFFICE SUPPORT REF NO: HR4/18/08/03HO

Directorate: Fleet and Auxiliary Services

SALARY: R356 289 per annum

CENTRE: Head Office


DUTIES: Assist in the formulation, implementation and review of Records Management Policy, Guideline and procedures. Manage registry services in the Department. Manage Postal Services in the Department. Manage cleaning services in the Department. Manage all the Resources within the Division.

ENQUIRIES: Ms. T Mmbadaliga, Tel No: (012) 309 4611

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

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

CLOSING DATE: 21 September 2018 at 16:00
<table>
<thead>
<tr>
<th>POST 36/32</th>
<th>ASSISTANT DIRECTOR: IT PROJECTS REF NO: HR4/4/3/2ASDITP/UIF</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Unemployment Insurance Fund: Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Three (3) year tertiary qualification in Information Technology/ Project Management / Public Administration/ Public Management / Operations Management. Four (4) years functional experience of which two (2) years must be ICT project management / Administration. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Human Resource Development Policies, Skills Development Act (SDA), Labour Relations Act (LRA), Project Management, Diversity Management, Basic Conditions of Employment Act (BCEA), Basic Education and Training Act (BET), Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA). Skills: Negotiation, People Management, Communication, Presentation, Problem Solving, Creativity, Report Writing, Planning and Organizing, Interpretation, Driving, Computer Literacy, Numeracy.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Manage effective delivery of Information Communication Technology priority projects for the UIF. Manage Information Communication project deliverables in line with the Fund strategic objectives, quality standards and expectations. Provide best practice development and implementation Communication Technology projects and programmes. Manage resources (Financial, Equipment/ Assets) in the section.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr. VM Gqoli, Tel No: (012) 337 1613</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Sub-directorate: Human Resource Management, UIF</td>
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<tr>
<td>CLOSING DATE</td>
<td>25 September 2018 at 16:00</td>
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<thead>
<tr>
<th>POST 36/33</th>
<th>SENIOR PRACTITIONER: PUBLICATIONS AND WEB DEVELOPER REF NO: HR4/4/3/1SPPWD/UIF</th>
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</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R299 709 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Unemployment Insurance Fund: Pretoria</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Render the production of UIF publications and distribution. Gather information for the website. Compile content for internal communication platforms. Rendering the procurement of the production of UIF graphic design, videography and photography.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr. ML Mkamba: Tel No: (012) 337 1471</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Sub-directorate: Human Resource Management, UIF</td>
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<tr>
<td>CLOSING DATE</td>
<td>25 September 2018 at 16:00</td>
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<tr>
<th>POST 36/34</th>
<th>SENIOR TRAINING OFFICER REF NO: HR4/4/3/1STO/UIF</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R299 709 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Unemployment Insurance Fund: Pretoria</td>
</tr>
</tbody>
</table>

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ENQUIRIES : Mr. TG Oageng Tel No: (012) 337 1566 / 1915 / 1710

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

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

CLOSING DATE : 25 September 2018 at 16:00
**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**: 28 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.

**OTHER POST**

**POST 36/35**: DEPUTY DIRECTOR: MINERAL LAWS (REF NO: DMR/18/0046)

**SALARY**: R826 053 per annum Level: 12

**CENTRE**: Northern Cape, Springbok

**REQUIREMENTS**: A three-year tertiary qualification in Law coupled with relevant experience of which 3 years must be at an Assistant Director level. PLUS the following key competencies: Knowledge: Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002) Social and Labour plan, Mine Economics and Broad Based Social Economic Empowerment (BBSEE)(Mining Charter) adjudication; Mining Titles registration, Mine Environmental management and its relationship with urban development, Rural and Urban Renewal Strategies, Public Administration, Knowledge of past legislations Skills: Ability to think innovatively with development opportunities, Ability to supervise and manage people, Ability to interpret and apply related policies, Ability to facilitate workshops and consultation processes and to implement desired outcomes, Strong ability to facilitate conflict situations. Community Liaison skills, Ability to communicate at a high level in a professional manner, Listening skills, Provide leadership; Communication: Strong communications skills between Government Departments, Business organizations and Institutions at management level (Stake hold liaison), Negotiation/communication and problem solving skills; Creativity: Recognizing viable development opportunities, Exploiting synergies to promote development, Recognizing conflicts, Lateral thinking to identify linkages.

**DUTIES**: Processing of applications in terms of MPRDA (Act 28 of 2002). Provide information and submit inputs, liaison and consultation with regards to general policy matters, individual applications, co-ordinates consultation process and acts as lead agent on behalf of the Department regarding certain applications. Provide a general service, information and guidance with regard to the objectives of the MPRDA. Provide information, comment on various issues relating to the granting of mining permit, prospecting and mining right rights and mining related issues Provide information, attend meetings and reply to enquiries. Manage the Mineral Laws administration Sub-Directorate. Ensure attendance to issues of cooperate governance. Draft reports, letters and compile submissions for the Minister/DG/DDG for the granting or refusal of rights. Interpretation of Mineral laws on a daily basis.
ENQUIRIES

NOTE

: Mr P Swart ☏053 807 1700

: Coloureds, Indians as well as people with disabilities are encouraged to apply.
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: 21 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 36/36: CHIEF TOWN AND REGIONAL PLANNER REF NO: 076/2018

(Salary Term Contract ending 31 March 2019)
Chief-Directorate: Spatial Planning / National Planning Commission Secretariat

SALARY: R854 154 – R976 635 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 6 years’ experience in Human Settlements / Town and Regional Planning, Infrastructure delivery, Build Environment or related field. A Master’s Degree in Spatial Planning/Urban and Regional Planning and exposure to policy analysis and research will serve as an added advantage. Must be registered with the South African Council for Planners as a Professional Planner; 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 National Planning Commission on matters related to Human Settlements and the National Space Economy. This entails supporting the advancement and implementation of the NDP across different sectors of society, in particular in relation to Chapter 8 of the NDP related to Human Settlements and the National Space Economy. Providing technical input from a town and regional planning perspective in relation to detailed sector plans and the compilation of the National Spatial Development Framework and related matters. Supporting engagements with various sectors of society on matters pertaining to the long-term development of the country, with emphasis on matters of long term spatial transformation. Providing research and technical support to the National Planning Commission in relation to long-term spatial development challenges and trends and conducting research.

**ENQUIRIES**

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

**POST 36/37**

SECTOR EXPERT: HUMAN SETTLEMENTS REF NO: 075/2018

Outcome: Local Government & Human Settlements

**SALARY**

R826 053 – R973 047 all-inclusive salary package per annum (Salary Level 12) The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE**

Pretoria

**REQUIREMENTS**

A 3-year tertiary qualification (NQF 6) in the area of Human Settlements, Spatial Planning and/or Build Environment or equivalent with at least 6 years experience of which 3 years should be in Human Settlements, Spatial Planning and/or Build Environment Frameworks sector and 3 years at ASD level. An NQF 7 qualification or specialised training/courses will serve as an added advantage. Competencies / Skills: The ideal candidate should have research capabilities; monitoring & evaluation in the Human Settlement sector; Stakeholder engagement & capacity development and data analysis skills. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with a team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and possesses the ability to maintain high levels of confidentiality.

**DUTIES**

The successful candidate will be responsible to provide technical support to the Outcomes Facilitator: Human Settlements in the implementation of the MTSF and NDP. This entails reviewing and implementing human settlement sector plans of the MTSF and NDP and prepare first draft human settlement reports; Assessing trends and developments in the identified sectors and report accordingly and undertake and coordinate human settlement specific research. Monitor, evaluate and conduct periodic reviews of sector specific performance, formulate intervention strategies and report accordingly and Develop and prepare first draft documents, briefing notes and input for political principles and parliament’s structures & committees. Ensuring the Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.
ENQUIRIES : Ms J Mchunu Tel No: (012) 312-0462
**ANNEXURE I**

**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: 25 September 2018

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

**OTHER POST**

POST 36/38: ADMINISTRATIVE ASSISTANT REF NO: DPSA/18/017

SALARY: R163 563 per annum (Level 05). Annual progression up to a maximum salary of R192 666 per annum is possible subject to satisfactory performance.

CENTRE: Pretoria

REQUIREMENTS: A Senior Certificate or equivalent qualification (NQF level 4). Experience in office administration and human resource management. Client orientation and customer focus, continued improvement and problem solving skills. Communication and interpersonal skills. Proficiency in Ms Word, MS Power Point and Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Knowledge of the Public Service Regulations and Supply Chain Management processes.

DUTIES: Compile the weekly Public Service Vacancy Circular. (Receive advertisements from departments via e-mail. Analyse and peruse the advertisements. Liaise, where necessary, with departments on the quality of the advertisements). Render operational assistance in terms of line function matters to other members in the component. Maintain databases and compile basic reports. Render routine advice to departments and stakeholders on the recruitment policy of the Public Service, in particular the advertising of vacancies in the Public Service. Submit requests of departments and stakeholders concerning matters related to the job purpose to management for consideration. Perform administrative tasks in support of the other line function work of the component. (Arrange meetings, book venues, type documents, prepare documents, attend meetings and take minutes).

ENQUIRIES: Mr Sam Ntshangase, Tel No: 012 336 1262

NOTE: The DPSA reserves the right to require applicants to undergo practical exercises/tests/competency assessments during the selection process.
The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

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

FOR ATTENTION : Ms N.P Mudau

CLOSING DATE : 21 September 2018 at 16h00

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

MANAGEMENT ECHELON

POST 36/39 : SENIOR EXECUTIVE OFFICER: PMTE (DIRECTOR - GENERAL LEVEL)

REF NO: 2018/58

Job Purpose: To provide strategic leadership and overall management of PMTE in relation to real estate management including asset investment management, construction project management, registry, and facilities management

(This position is being re-advertised and candidates who previously applied are encouraged to re-apply)

SALARY : All-inclusive salary package of R1 880 736 per annum (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF level 07) and a post graduate qualification (NQF level 08) in a Built Environment discipline, Business Management, Asset Investment Management, Financial or related fields, 8-10 years relevant senior management experience in infrastructure development, property, asset investment and/or financial management sectors, 5 years must be as a member of SMS in the public service. Knowledge: Knowledge of the construction and property sector policies and regulations and relevant Public Service legislation, Knowledge and understanding of government procurement policy framework, Understanding government planning processes, including municipal planning processes. Skills: strategic capability and leadership, programme and project management, information and knowledge management, people management and empowerment, problem solving and change management, policy analysis and development, client orientation and customer focus; service delivery innovation, financial management, communication (verbal and written), computer literacy, stakeholder management, planning and coordination; presentation and facilitation; quality management, personal attributes: good interpersonal relations, ability to work under pressure, innovative and creative, ability to work in a team and independently, adaptability, independent thinker, cost consciousness, honesty and integrity, influencing other, willing to adapt work schedule in accordance with office requirements and work abnormal hours.
DUTIES: Oversee the development and implementation of the PMTE Strategy, Business and Financial Model, business processes, and standard operating procedures. Develop the strategic and annual performance plans for the entity in line with the national government priorities. Establish and maintain governance structures. Ensure the development of a comprehensive risk management strategy. Provide strategic direction towards a self-sustainable PMTE through revenue generation and maximization. Manage the provision of office accommodation to client departments through construction and leaseholds. Ensure the development and implementation of norms and standards and maintenance plans for state assets. Oversee the development, management and maintenance of the immovable asset register. Development and implementation of the built environment Green Economy Programmes and institutionalization on of Operation Phakisa within the PMTE. Oversee the development and implementation of specific programmes in support of the transformation of the construction and property industries. Oversee the implementation of GIAMA. Provide strategic leadership in of the implementation Asset Investment Management. Ensure effective and efficient asset management in relation to planning, client relations, asset investment and analysis and leasing of state owned properties (leasehold & freehold).

ENQUIRIES: Mr. Clive Mtshisa, Tel No: (012) 406 1660

NOTE: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

POST 36/40: SUPPLY CHAIN MANAGEMENT EXECUTIVE (PMTE) (DEPUTY DIRECTOR GENERAL LEVEL) REF NO: 2018/59

SALARY: All-inclusive negotiable package of R1 446 378 per annum including a basic salary (60% of package), State’s contribution to Government Employees Pension Fund (15% of package) and a flexible portion that may be structured in terms of applicable rules.

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF level 07) in either Financial, Public Administration and Economic Management Sciences or any of the Built Environment qualifications (Quantity Surveyor, Engineering, Construction Management, etc.) and a postgraduate qualification (NQF Level 8) as recognised by SAQA plus 8-10 years’ experience at senior managerial level. Extensive experience in supply chain management of large scale acquisitions in property, facilities management as well as construction related projects in complex environments with multiplicity of procurement transactions. Knowledge of SCM systems, processes and controls, Public Finance Management Act, Public Service Regulations, Treasury Regulations. Skills: Leadership and management skills, Good customer relations, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Strategic planning, Conflict management, Sound analytical and problem identification and solving skills, Organising and planning, Policy formulation, Decision making skills, Motivational skills, Numeracy, Advanced interpersonal and diplomacy skills. Personal Attributes: Ability to interact with clients and stakeholders in professional and assertive manner, High ethical standards, Able to conduct business with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative, Creative, Solution orientated – ability to design ideas without direction, People orientated, Hard-working, Highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results.

DUTIES: Undertake researches on latest SCM management trends; collate all relevant information and infuse them in SCM strategic policy; source SCM policies, guidelines and directives from the National Treasury; advice and monitor the implementation of National Treasury policies and guidelines. Evaluate and monitor compliance to Medium Term Expenditure Framework; Ensure that the department’s strategic objectives are aligned to regulations; undertake the effective monitoring and evaluation of department’s SCM policies. Implement and oversee an efficient and logistics functions that are compliant with policies,
procedures and applicable legislation. Develop, manage and oversee the implementation of the asset management plan as well as the disposal plan. Develop and manage contract management systems including the strategic management of supplier relationships. Manage and control the acquisition of goods & services, infrastructure, property and facilities management. Render demand management services. Manage the acquisition of goods & services, disposal and letting of state assets including the letting of state assets no longer required. Manage the development, implementation and maintenance of corporate governance policy; ensure that the policy complies with all statutory frameworks established within the department; provide advice to the Accounting Officer on procurement related matters; report any breach or failure to comply with SCM processes guidelines and frameworks.

**ENQUIRIES**: Mr. J Maroga, Tel No: 012 406.1901

**NOTE**: The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

APPLICATIONS: Online applications can be submitted on https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17:00 @ 086 137 0202 should you experience any difficulties with your online application.

CLOSING DATE: 21 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.

OTHER POSTS

POST 36/41: PROFESSIONAL TOWN AND REGIONAL PLANNER (REF NO: 3/2/1/2018/276)
Directorate: Planning Policy and Standards Development

SALARY: R585 366 per annum (The salary in accordance with the OSD for Engineers)

CENTRE: Pretoria

REQUIREMENTS: B Degree in Urban/Town and Regional Planning. 3 year’s post qualification Town and Regional Planning experience required. Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management; Town and regional principles and methodologies; Research and development; Computer-aided applications; Town and regional knowledge of legal compliance; Creating high performance culture; Technical consulting. Job related skills: Analytical; Creativity; Self-management; Communication; Computer literacy and Attention to details. A valid driver's licence.

DUTIES: Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Render support in facilitating spatial alignment and co-ordination of projects/programmes across the three spheres of government. Develop systems to facilitate spatial coordination of spatial planning initiatives at national scale. Provide support to coordinate and build inter-governmental relations in spatial planning across the three spheres of government. Provide support to develop tools in promoting alignment and coordination of spatial
plans. Develop tools and systems to monitor and promote alignment of spatial planning initiatives. Evaluate sectoral spatial plans to ensure alignment with spatial tools, policies and legislation. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning related matters.

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.


SALARY: R448 269 per annum (Salary in accordance with OSD for Legal)

CENTRE: Gauteng (Pretoria)

REQUIREMENTS: LLB degree or as otherwise determined by the Minister of Justice and Constitutional Development. 8 years post qualification experience in relevant field. Job related knowledge: SA Law. Job related skills: Ability to interpret law; Ability to research law; Presentation; Writing; Clients relations; Communication; Computer literacy; Managerial. A valid driver’s licence. Preparedness to travel.

DUTIES: Manage all legal matters emanating from the various staff and line functions: Compile MOU’s, SLA’s and institutional partnerships with service providers, municipalities and other internal and external stakeholders. Provide advice, opinions, engage and compile contracts/agreements/correspondence with/to service providers, lessee’s, farm owners and other internal and external stakeholders. Advise on governance and legal matters. Manage litigation on behalf of the PSSC. Engage National Office Legal, State Attorney or Counsel on matters. Draft/comple or edit legal correspondence: Assess, amplify and research relevant law and formulate and draft opinions. Draft/edit/review correspondence and send to clients, internal/external party. Assist human resource with labour relations matters: Draft charge sheets in misconduct cases. Represent the PSSC in disciplinary hearings, conciliations and arbitration.

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: R444 693 per annum (Level 10)

CENTRE: Gauteng (Pretoria)

REQUIREMENTS: Bachelor Degree in Agricultural Economics/Agribusiness/Business Administration. Post graduate Degree in Agricultural Economics/Agribusiness/Business Administration will be an added advantage. 3-5 years relevant experience. Job related knowledge: Department’s policies, prescripts and practice pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP); Land reform policies and other related legislation; Understanding of various commodities e.g. livestock, crop, vegetables, poultry and horticulture production; Understanding of sector needs and business requirements; Understanding of Government Development Policies e.g. National Development Plan, National Growth Path etc; Corporate Governance. Job related skills: Project management; Conflict management; Agricultural development; Stakeholder mobilisation; Analytical; Report writing and Computer literacy; Communication and Negotiation. A valid driver’s licence. Willing to travel and work irregular hours.

DUTIES: Facilitate implementation of on-farm infrastructure development. Project identification, implementation, monitoring and evaluation. Facilitate the identification of one household one hectare (1h1ha) sites for agricultural
development. Site identification, implementation, monitoring and evaluations. Facilitate farm assessment and analyse agricultural reports for possible intervention. Conduct farm assessment and analyse agricultural reports for possible intervention. Implement agricultural projects procedures within the relevant policy and programmes guidelines. Drafting of memorandums and compile the file for approval. Liaise with relevant role-players/stakeholders with regard to agricultural projects support requirements. Identification of the relevant role-players/stakeholders in line with the activities of the project. Facilitate the graduation of smallholders farmers to medium size and mega farmers respectively. Provide relevant support that will make farmers to grow.

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.

POST 36/44: ASSISTANT DIRECTOR: BUDGET PERFORMANCE (REF NO: 3/2/1/2018/279)
Directorate: Budget Performance Management and Quality Assurance

SALARY: R359 289 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS:
National Diploma in Financial Management/Public Finance/Economics. 3 years of experience within the budget management environment. Job related knowledge: PFMA; Treasury Regulations; Government Monitoring and Evaluation; Public Service Budget Processes; Project management knowledge. Job related skills: Facilitation and presentation; Analytical and problem-solving; Communication; Project management. Working under pressure. Team work. Meeting deadlines. A valid driver’s licence.


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:

Directorate: Strategic Land Acquisition

SALARY: R299 709 per annum (Level 08)
CENTRE: Gauteng (Pretoria)
REQUIREMENTS:
Bachelor Degree in Agricultural Economics/Agribusiness. Post graduate Degree in Agricultural Economics/Agribusiness will be an added advantage. 2 years relevant experience. Job related knowledge: Department’s policies, prescripts and practice pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP); Land Reform policies and other related legislation; Understanding of various commodities e.g. livestock, crop, sugar cane, vegetables, poultry and horticulture production; Understanding of sector needs and business requirements; Understanding of Government Development Policies e.g. National Development Plan, National Growth Path etc; Corporate Governance. Job related skills: Project management; Conflict management;
Agricultural development; Stakeholder mobilisation; Analytical; Report writing and Computer literacy; Negotiation; Communication. A valid driver’s licence. Willing to travel and work irregular hours.

**DUTIES**
Facilitate implementation of on-farm infrastructure development. Project identification, implementation, monitoring and evaluation. Facilitate the identification of one household one hectare (1hh1ha) sites for agricultural development. Site identification, implementation, monitoring and evaluations. Facilitate farm assessment and analyses of agricultural reports for possible intervention. Conduct farm assessment and analyse agricultural reports for possible intervention. Implement agricultural projects procedures within the relevant policy and programmes guidelines. Drafting of memorandums and compile the file for approval. Liaise with relevant role-players/stakeholders with regard to agricultural projects support requirements. Identification of the relevant role-players/stakeholders in line with the activities of the project. Facilitate the graduation of small holders farmers to medium size and mega farmers respectively. Provide relevant support that will make farmers to grow.

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

**POST 36/46**
PROJECT OFFICER: LAND RIGHTS (REF NO: 3/2/1/2018/280)
Directorate: Tenure Reform Implementation

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

**CENTRE**
KwaZulu-Natal (Vryheid)

**REQUIREMENTS**
Law degree/LLB coupled with 0-12 months relevant working experience in land reform environment. Job related Knowledge: Land tenure security policies and legislation; Land tenure systems and procedures; Understanding of land rights; Understanding of the tenure environment. Job related skills: Computer literacy; Negotiation; Presentation; Organising; Planning; Interviewing; Written and verbal communication. A valid driver’s licence is recommended.

**DUTIES**
Implement land rights systems and procedures: Identify projects. Draft land acquisition memorandums. Draft land disposal memorandums. Present projects to relevant approval committees. Inform individuals or group applicants of land policy and options available for settling of disputes and tenure security: Investigate enquiries relating to land rights. Conduct information sessions and workshops. Visit farms and inform parties for solutions. Disseminate relevant documents and information materials to all relevant stakeholders. Participate in all structures created in terms of the tenure policy and legislation: Offer guidance in terms of policy and programs of the department. Make presentations of policy and programs of the department. Represent the department in relevant structures. Provide accurate project documentation and records: Produce project identification reports. Provide relevant role players/stakeholders with project support requirements information. Keep appropriate records and information on projects and interventions made. Provide formal agreement/memoranda to secure post-transfer support to beneficiaries: Communicate with relevant units of the department on post settlement support. Draft where possible submissions for post settlement support. Ensure where possible conductive environment for post settlement support. Conduct administrative tasks related to the implementation of the land rights programs: Ensure proper filling. Ensure speedy responses to enquires. Ensure speedy and effective resolution to Ministerial and DG tasks.

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

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

**POST 36/47**
SECRETARY (REF NO: 3/2/1/2018/281)
Directorate: Quality Assurance and Administration

**SALARY**
R196 407 per annum (Level 06)

**CENTRE**
Eastern Cape (East London)
**REQUIREMENTS**

Grade 12/Senior Certificate or an equivalent or any other training course/qualification that will enable the person to perform the work satisfactorily. Relevant experience in a secretarial environment. Job related knowledge: Advanced computer literacy (MS Word, MS Excel, Power Point, Group Wise etc.). Job related skills: Good telephone etiquette; Sound organisational; Good people skills; Ability to work under pressure as well as willingness to work irregular hours; Computer literacy; Language and ability to communicate well with people at different levels and different background; High level of reliability; Basic written communication; Ability to act with tact and discretion; Good grooming and presentation.

**DUTIES**

Provide a secretarial/receptionist support service to the Director. Receive telephonic calls and refers the callers to the correct role players if not meant for the relevant managers. Records appointments and events the diary. Type documents for the manager and other staff within the unit on a word processor. Operate office equipment e.g. fax machines and photocopiers. Provide a clerical support service to the Director. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meeting and events for the manager and staff in the unit. Identify venues, invite role players, organise refreshments, and set up schedules meetings and events. Process travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Record basic minutes of meetings of the manager. Draft routine correspondences and reports. Do filling of documents for the manager. Administer matters like leave register and telephonic account. Receive records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Collect all relevant documents to enable the manager to prepare for meeting. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Study the relevant Public Service and the departmental prescripts/policies and other documents to ensure that application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the manager.

**APPLICATIONS**

Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

**NOTE**

African, Coloured, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.
Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag X84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjes and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

Closing date: 21 September 2018

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

MANAGEMENT ECHELON

POST 36/48: CHIEF DIRECTOR: PRIMARY MINERAL PROCESSING & CONSTRUCTION REF NO: IDD/PMP&C 001

Overview: To provide strategic leadership and management to the Primary Minerals Processing & Construction Chief Directorate within the Industrial Development Policy Development Division.

Re-advertised (Candidates who previously applied, should re-apply to be considered)

SALARY: All-inclusive remuneration package of R1 189 338 per annum, Level 14

CENTRE: Pretoria

REQUIREMENTS: Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics / Engineering / Mining / Mineral Processing / Science and allied disciplines. 5 years’ relevant senior managerial experience in Mining / Mineral Processing and/or Construction in the public or private sector. Key requirements: Experience in strategies and planning, policy formulation and implementation. Experience in coordination and development of interventions. Experience in conducting research and analysis. Experience in stakeholder management, financial management and project management. Experience in people Management and Empowerment. Knowledge and understanding of PPPF Act, Public Service Regulation, PFMA, IPAP and a beneficiation strategy for the Minerals Industry of South Africa. Strategic Capability and Leadership Research. Planning and organising, change management skills, relationship management, analytical and thinking skills, problem solving skills and client orientation and customer focus. Communication (Verbal and Written) skills.

strengthen economic integration. Provide well informed and fact based technical advice to the DDG, DG, DM's and Minister on issues related to Primary Minerals Processing and Construction. Stakeholder management: Establish and maintain strategic partnerships with local and international institutions in the area of Primary Minerals Processing & Construction. Engage in on-going interaction with key stakeholders. Manage the relationships with key stakeholders in order to ensure implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system and framework for stakeholder engagement. Collaborate with relevant stakeholders to develop Primary Minerals Processing & Construction joint programmes. Research and Analysis: Oversee research programme of Primary Minerals Processing & Construction. Prioritise the research work of the chief Directorate to ensure that research support the unit in identifying growth areas for clusters of sector. Provide strategic direction of the research and analysis undertaken in the unit.

Chief Directorate Management: Manage expenditure of the chief directorate. Ensure compliance with PFMA requirements at all times. Ensure that budget submissions and reports are submitted within the specified timeliness. Ensure effective performance management in line with HR guidelines. Manage, train and develop staff in accordance with Personal Development Plans and Divisional Training and Development plans.

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

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

OTHER POST

POST 36/49: ASSISTANT DIRECTOR: SPACE AFFAIRS REF NO: SEZET/SEZ L&C 002
Overview: To provide input in developing and advising on Space Affairs processes, policies and programmes

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

CENTRE: Pretoria


DUTIES: Conduct Space Affairs research and analysis: Developing and reviewing Space Affairs baseline documents. Conducting surveys on Space Affairs industrial and competitiveness development and provide draft recommendations. Compiling and maintaining the electronic database for the Space Affairs industry analysis reports. Collate and analyze standardized data performance on the sector and produce reports. Conduct research on issues related to competitiveness and development within the Space Affairs. Conduct analysis and provide draft recommendations. Providing inputs in research work conducted by external service providers. Participate in developing and reviewing of Space Affairs policies and strategy: Providing inputs into development, and reviewing Space Affairs’ processes, policies and strategies. Implementing the above processes policies and programmes. Coordinating, organising and participating in the workshops, which identifies the value chains and action plans for the Space Affairs sector and any other relevant workshops. Recording and producing summary reports and minutes on the workshop discussions and any other relevant meetings. Providing technical inputs in the implementation of policies and strategies. Co-ordinate partnership and networking within the dti and other government departments: Developing and maintaining partnerships with all the dti staff and Space Affairs stakeholders. Providing effective communication regarding outputs and...
activities of the stakeholders and industry initiatives. Implementing defined areas and engaging with stakeholders as required providing inputs into the strategic direction of the unit. Providing technical and administrative support to the unit in preparing of briefing documents, submissions and responding to ad-hoc queries. Creating and maintaining a database of key stakeholders. Responding to day to day queries from the public and key stakeholders on the Space Affairs' issues. Co-ordinate all administrative functions of the unit: Handling all enquiries and requests regarding Space Affairs matters. Compiling progress reports. Establishing and maintaining an electronic database for the Space arena. Reviewing and compiling reports on relevant economic statistics every semester and on the projects as per requests. Providing inputs into the strategic and operational plans of the unit. Implementing agreed upon projects and programs.

**ENQUIRIES**

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

**NOTE**

In terms of the dti's EE requirements, preference will be given to Coloured candidates, White female candidates as well as people with disabilities.
DEPARTMENT OF TRANSPORT

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

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

CLOSING DATE
25 September 2018

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

MANAGEMENT ECHELON

POST 39/50
DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES (REF NO: DOT/HRM/48)
Branch: Administration

SALARY
All-inclusive salary package of R1 446 378 – R1 689 348 per annum of which 30% can be structured according to individual needs.

CENTRE
Pretoria

REQUIREMENTS
An appropriate Bachelor degree in Public Management/Administration qualification at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight (8) to ten (10) years’ relevant experience at a Senior Management level. An appropriate Master’s degree will be an added advantage. The following will serve as recommendation: Excellent communication skills, extensive knowledge and experience of the Public Service, high level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium Term Expenditure Framework (MTEF); Public Service Act and Regulations.

DUTIES
The successful candidate will: Provide internal and external communication. Manage the internal communication, media relations, monitor and analyse the media. Manage stakeholder management, research, content development and publications. Provide corporate management services inclusive of secretariat services, security services, and travel and facilities management services. Manage and administer the Government Motor Transport processes and Government Fleet contracts. Render human resource management and development. Oversee human resource planning and administration services. Develop and improve departmental transport sector capacity. Provide an effective professional legal service to the Minister, Department and its State Owned Entities. Render a corporate legal service to the Department. Develop appropriate legislation and regulations in support of the departmental policies.
Manage and control the Branch. Provide guidance and adequate support for and development of the staff of the branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and the department. Establish and maintain governance and administrative systems continuity within the work of the branch and the Department. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate spending plans, authorize expenditure, authorize travel plans, and monitor quality of work. Ensure the compilation of the annual performance plan, annual report and strategic plan of the branch. Monitor planning, organizing and delegation of work. Ensure that monitoring and evaluation is carried out in all areas of the branch.

ENQUIRIES : Mr C Hlabisa, Tel No: (012) 309 3172

POST 36/51 : DEPUTY DIRECTOR-GENERAL: RAIL TRANSPORT (REF NO: DOT/HRM/49) Branch: Rail Transport

SALARY : All-inclusive salary package of R1 446 378 – R1 689 348 per annum of which 30% may be structured according to the individual's needs.

CENTRE : Pretoria

REQUIREMENTS : A bachelor degree in Engineering, Transport Economics at NQF 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognised by SAQA plus eight to ten (8 – 10) years relevant experience in the related field of which must be at Senior Management level. An appropriate Master's degree will be an added advantage. The following will serve as recommendation: Financial Management and Treasury regulations; Strategic Capability and Leadership; People Management and Empowerment; Project / Programme Management; Client Orientation and Customer focus; Change Management; Excellent communication skills (written and verbal).

DUTIES : The successful candidate will: Manage the development of an effective rail regulatory framework by ensuring policy and strategy for the development of the rail industry; manage the development and implementation of a rail economic regulation framework; ensure the development of rail transport safety and security and develop operational standards and guidelines for safety. Oversee the planning and development of an integrated rail infrastructure network and industry by ensuring the development, maintenance and implementation of infrastructure network plans, explore funding mechanisms and coordinate funding needs informed by the Department’s strategic objectives; Ensure coordination of integrated transportation systems network with sectors in the built environment and economic development; Ensure the maintenance and update of expenditure related to rail infrastructure projects / programmes and evaluate the progress. Coordinate and manage the implementation of effective rail transport services by ensuring an analysis of service delivery challenges facing the rail transport industry and develop appropriate monitoring and evaluation systems; ensure the performance of rail public entities against their performance MOUs; ensure the effectiveness of passenger rail systems (PRASA & Gautrain); analyse, evaluate and monitor the performance of rail freight services. Manage and control the Branch by providing guidance and adequate support for and development of the staff of the branch; ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch; establish and maintain governance and administrative system's continuity within the work of the branch; develop financial reports for forecasting, trending and results analysis; prepare and submit implementation plans; evaluate infrastructure spending plans; authorise expenditure; Monitor quality control of work; ensure the compilation of the annual report and strategic plan of the branch; Set budget levels; monitor the planning, organising and delegation of work; ensure monitoring and evaluation is carried out in all areas of the branch including all branch state owned entities.

ENQUIRIES : Mr C Hlabisa, Tel No: (012) 309 3172
POST 36/52 : DEPUTY DIRECTOR-GENERAL: MARITIME TRANSPORT (REF NO: DOT/HRM/50)  
Branch: Maritime Transport

SALARY : All-inclusive salary package of R1 446 378 – R1 689 348 per annum of which 30% can be structured according to individual needs.

CENTRE : Pretoria

REQUIREMENTS : A Bachelor Degree in Transport Economics, Transport Planning, Transport Engineering, Law specialising in Maritime at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) years' relevant experience at a Senior Management level. An appropriate Master’s degree will be an added advantage. Possession of a qualification in Maritime related studies will be an added advantage. Note: The following will serve as recommendation: Financial Management and Treasury regulations; Strategic Capability and Leadership; People Management and Empowerment; Project / Programme Management; Client Orientation and Customer focus; Change Management; Excellent communication skills (written and verbal).

DUTIES : The successful candidate will: Develop and promote an integrated Maritime Infrastructure and Industry. Oversee the development of a strategic framework for the development and growth of the maritime sector. Ensure the management and the development of and planning of Maritime Transport Infrastructure. Regulate and direct maritime industry promotion and capacity development. Provide and facilitate the management of an effective internationally competitive regulatory regime in support of the efficiency of maritime transport sector. Render effective implementation of maritime economic regulations. Facilitate the effective implementation of a maritime environmental protection regime. Create an enabling environment for the provision of a Search and Rescue function within South Africa and in cooperation with other states. Provide an effective framework for the safety and security of navigation, port infrastructure, services and environment. Maintain and enhance South Africa’s framework for bilateral and multilateral maritime transport agreements. Represent South Africa at the IMO Council. Ensure the implementation of the Maritime Safety Regulatory Framework. Manage the monitoring and evaluation of maritime environment compliance. Oversee the conducting of investigations on maritime accidents and incidents. Oversee the monitoring and evaluation of the performance of maritime public entities. Manage and control the Branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative systems continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the annual report and strategic plan for the branch. Ensure that monitoring and evaluation is carried out in all areas of the branch including all branch state owned entities.

ENQUIRIES : Mr C Hlabisa, Tel No: (012) 309 3172

POST 36/53 : DEPUTY DIRECTOR-GENERAL: INTEGRATED TRANSPORT PLANNING (REF NO: DOT/HRM/51)  
Branch: Integrated Transport Planning

SALARY : All-inclusive salary package of R1 446 378 – R1 689 348 per annum of which 30% can be structured according to individual needs.

CENTRE : Pretoria

REQUIREMENTS : A degree in BSc Civil Engineering, Transport Economics, Transport Planning, at NQF level 7 and an appropriate postgraduate qualification at NQF level 8 (honours) as recognized by SAQA plus eight to ten (8-10) years' relevant experience at a Senior Management level. An appropriate Master’s degree will be an added advantage. The following will serve as recommendation: Financial Management and Treasury regulations; Strategic Capability and Leadership; People Management and Empowerment; Project / Programme Management; Client Orientation and Customer focus; Change Management; Excellent communication skills (written and verbal).

DUTIES : The successful candidate will: Manage a national innovative research and development programme, monitor and evaluate the performance of the transport sector. Manage and conduct transport related research studies and provide strategic leadership in the development, implementation and
management of transport innovation and technology for the transport sector. Coordinate the formulation and implementation of environmental policies and strategies for the transport sector. Ensure effective macro sector planning within national and provincial governments. Ensure that the National Transport Master Plan planning process is implemented, updated, realigned and reviewed every five (5) years. Facilitate integrated transport planning through macro planning, statutory instruments, policy and coordination frameworks. Oversee Sector Planning and Coordination process; oversee the development of Multi-modal transport planning modelling. Develop transport funding mechanisms and provide relevant economical advice. Manage the development of infrastructure finance mechanisms. Provide an economic modelling and macro analysis service. Promote the development and transformation of the transport sector. Coordinate and facilitate the development and implementation of transport strategies in the South African Development Communities (SADC) region and the continent. Enhance efficient flow of goods and people through the borders of the country. Facilitate good working relationship between South Africa and SADC operators. Facilitate efficient trade through the development of Regional Corridors. Manage the development and implementation of an integrated global logistic strategy and facilitate coordination between all the modes of transport. Develop an effective global logistics strategy and implement guidelines to put in place effective integrated freight platforms. Monitor modal logistics effectiveness and make recommendations to various modes of transport. Manage and control the Branch by ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch and department, establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the annual report and strategic plan for the branch. Ensure that monitoring and evaluation is carried out in all areas of the branch.

ENQUIRIES: Mr C Hlabisa, Tel No: (012) 309 3172

POST 36/54: DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION (REF NO: DOT/HRM/52)
Branch: Civil Aviation

SALARY: All-inclusive salary package of R1 446 378 – R1 689 348 per annum of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: Bachelor of Science Degree in Civil Aviation or Engineering/ Transport Economics/ Transport Planning at NQF Level 7 and an appropriate postgraduate qualification at NQF level 8 as recognised by SAQA plus eight to ten (8 – 10) years’ at a Senior Management level. An appropriate Master’s degree will be an added advantage. Possession of a qualification in Civil Aviation related studies will be an added advantage. The following will serve as recommendation: Financial Management and Treasury regulations; Strategic Capability and Leadership; People Management and Empowerment; Project / Programme Management; Client Orientation and Customer focus; Change Management; Excellent communication skills (written and verbal).

DUTIES: The successful candidate will: Coordinate the development and implementation of safe, economically viable integrated and reliable air transport and infrastructure. Ensure effective public entity oversight. Ensure effective monitoring and evaluation of the performance of civil aviation public entities. Ensure alignment of civil aviation public entities with DoT performance management system. Report on Public Entity annual reports and recommend actions to improve performance. Manage all aspects related to licensing and permits and provide an admin support service to the licensing councils. Ensure the provision of secretariat and technical support services to the International and Domestic Air Services Councils and the Regulating Committee. Ensure technical support at council meetings. Provide guidance and monitor the issuing of Foreign Operator Permits. Maintain and enhance South Africa’s framework for bilateral and multilateral air transport agreements. Ensure the administration of the International Air Services Act of 1993 and the International Air Services Regulations of 1994. Ensure the preparations for air services agreements and memoranda of understanding during bilateral air services negotiations. Ensure the preparations for air services agreements and memoranda of understanding during multilateral air services negotiations. Represent South Africa at the ICAD Council. Ensure the provision of aviation
economic analysis services and the regulation and development of strategies for industry development. Put in place strategies to manage the development of the aviation industry and freight logistics. Monitor and evaluate the impact of aviation safety, security and environmental frameworks regulatory and manage search and rescue. Regulate the investigation of aviation accidents and incidents to prioritise safety through the implementation of recommendations. Manage and control the Branch. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative systems continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Ensure the compilation of the annual report and strategic plan for the branch. Ensure that monitoring and evaluation is carried out in all areas of the branch including all branch state owned entities.

ENQUIRIES: Mr C Hlabisa, Tel No: (012) 309 3172

NOTE: The above mentioned posts are being re-advertised and candidates who applied previously need not to re-apply.

POST 36/55: CHIEF DIRECTOR: AVIATION SAFETY, SECURITY AND ENVIRONMENT (REF NO: DOT/HRM/53)
Branch: Civil Aviation Transport

SALARY: All inclusive- salary package of R1 189 338 per annum of which 30% can be structured according to individual needs.

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor Degree in Political Science, Aviation Management or Transport Economics/Transport Planning, LLB specialising in Aviation at NQF level 7 as recognised by SAQA plus Ten (10) years' relevant experience in the Aviation of which five (5) years must be at Senior Management level (SMS). The following will serve as recommendation: Providing an energetic, strong, visible and effective leadership; Excellent management skills; Experience in international diplomacy and negotiation skills; Understanding South African's role in the international arena; Sound background of South African Aviation Transport; A clear understanding of South African civil aviation policy, legislation and the role of civil aviation in fulfilling the Government’s broader socio-economic issues; A clear understanding of regional and continental civil aviation initiatives of Southern African Development Community (SADC), African Union (AU), United Nation (UN) and South Africa’s position; A thorough understanding of national and international civil aviation transport system; The ability to work in a team; The ability to present papers.

DUTIES: The successful candidate will: Facilitate the development, implementation and monitoring of aviation safety regulatory frameworks and enforcement regime; Monitor and evaluate the investigation of aviation accidents and incidents to prioritize safety through the implementation of recommendations; Monitor and evaluate outputs and outcomes of aviation related agencies; Monitor aviation industry compliance with aviation safety related legislative and regulatory frameworks; Facilitate the development, implementation and monitoring of aviation security regulatory frameworks and enforcement regime; Compilation, promulgation and review of the National Aviation Security Plan (NASP); Monitor industry compliance with aviation security related legislative and regulatory Frameworks; Evaluate advice and make recommendations on interventions aimed at reducing aviation greenhouse gas emissions; Develop and monitor mechanism to evaluate the effectiveness of interventions; Publish annual report on aviation environment protection and preservation compliance and performance; Represent the department on environmental issues on various Forum; Manage aviation related climate change issues; Develop, Implement, monitor and evaluate search and rescue regulatory frameworks; Provide strategic and secretariat service to South Africa Search and Rescue; Participate in search and rescue forum to promote the Department’s mandate; Manage South African search and rescue global integration and cooperation; Manage and control of the Chief Directorate.

ENQUIRIES: Ms T Phewa, Tel No: (012) 309 3285
**POST 36/56**

**CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (REF NO: DOT/HRM/54)**

Branch: Administration (Office of the Chief Operations Officer)

**SALARY**

All inclusive- salary package of R1 189 338 per annum of which 30% can be structured according to individual needs.

**CENTRE**

Pretoria

**REQUIREMENTS**

A Bachelor’s in Public Administration or Bachelors in Human Resource Management at NQF level 7 as recognised by SAQA. A minimum 6-10 years relevant experience of which 5 years must be at Senior Management Level. The following will serve as recommendation: Knowledge of Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations, excellent communication skills, interpersonal relations, project management, and financial management.

**DUTIES**

The successful candidate will: To render human resource management and development services in the department: Render human resource planning and administration services, Ensure the planning of human resources for current and future needs, provide strategic support on HR practices and policies, Manage the recruitment and selection process, Manage conditions of service and remuneration of employees, promote and maintain sound employee relations. Develop and improve departmental and transport sector capacity: Manage the training and development processes and programmes in the department, manage the training and development processes and programmes in the Transport Sector, develop, manage and monitor the implementation of the Performance Management Development System (PMDS) in the department. Provide organisational development solutions and manage employee health and wellness and change management: Provide management advisory and organisational design service, Ensure implementation of change management processes, Manage and promote employee health and wellness and occupational health and safety programmes, develop, co-ordinate and implement all GDYC (gender, disability, youth and children) related programmes and activities within the Department and across the Transport sector. Provide high level management advice and strategic support: Strategic advice to Minister, Director-General, Senior Management and other role players (Agencies, Provinces, Departments), high level submissions, research, comments and presentations, conduct objective research and /or surveys, assist with / or conduct high level negotiations, ensure compliance with regulatory frameworks and public service directives. Manage and Control the Chief Directorate: Provide strategic direction for the functioning of the Chief Directorate, promulgate internal management directives and procedures for the chief directorate, present and obtain approval for the strategic business plan of the chief directorate, define performance targets for the chief directorate, manage the performance of the chief directorate, manage the allocated resources of the chief directorate according to departmental prescripts.

**ENQUIRIES**

Ms L Sizani: Tel No: (012) 309 3085
APPLICATIONS

Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:

All Chief Executive Officer post be forwarded to: Bisho Head Office: Post to: Private Bag X0038, Bisho, 5605 or Hand delivered at Global Life Building, Independence Avenue, Bhisho, 5605.

Nkonkobe Sub-district: Post to: HR Office, Nkonkobe Health Sub-district, P.O Box 967, Fort Beaufort, 5720 or Hand deliver to: Room 08, Nkonkobe Health Sub-District, 1st Floor, Cape College Building, Fort Beaufort. Enquiries: Ms V Mhianga Tel No: 046 645 1864.

SS Gida Hospital: Post to: SS Gida Hospital, Private Bag X12 Keikammahoek, 5670. Enquiries: Ms Fumanisa Tel No: 046 658 0043

Victoria Hospital: Post to: Victoria Hospital, Private Bag X1300 Alice 5700. Enquiries: Ms L Mangesi Tel No: 040 653 1141.

Tower Psych Hospital: Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerst Street Fort Beaufort 5720, Enquiries: Ms H Potgieter – Tel No: 046 645 1122

Bedford Hospital: Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, Bedford, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms L L Slatsha Tel No: 046 685 0046.

Tafalofefe Hospital: Post to: HR Office, Tafalofefe Hospital, Private Bag X3024 Centane: Enquiries: Ms V. Motabele –Tel No: 047- 498 0026.

Mbhashe Sub-District: Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Duteya, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms X Bushula Tel No: 047 489 2417/16.

Butterworth Hospital: Post to: The Hospital Manager, Butterworth Hospital, Private Bag X3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquiries: Ms P Mtshemla Tel No: 047 401 9000.

Taylor Bequest Hospital (Matatiele): Post to: The Human Resource Manager, Taylor Bequest Hospital, Private Bag X836 Matatiele, 4730 or hand deliver to: Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr Kholiso Tel No: 039 737 3107

Mount Ayliff Hospital: Post to: Human Resource Office, P/Bag X504 Mount Ayliff Hospital 4735 or hand delivery to: HR Office, Mount Ayliff Hospital, 8 Ntsizwa Street Mount Ayliff 4735 Enquiries: Mrs Pencil Tel No: 039 254 0236.

Dora Nginza Regional Hospital: Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Mr J Johaar Tel No: 041 406 4435.

Uitenhage Provincial Hospital: Post to: Uitenhage Provincial Hospital Private Bag x36 Uitenhage 6320 or Hand deliver to: HR Office, Uitenhage Provincial Hospital 162 Channer Street Leyvale Uitenhage. Enquiries: Mr P Oosthuizen Tel No: 041 995 1129.

Nelson Mandela Health District Office: Post to: HR Office, Private Bag X28000 Greenarces Port Elizabeth or hand deliver to: HR Office Nelson Mandela Health District Office (Old Walton Building) Coningham Street Parson Hill Port Elizabeth. Attention Ms P Makuluma Tel No: 041 391 8164

Frontier Hospital: Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand deliver to: HR Office, 5320. Enquiries: Mrs P Marongo – Tel No: 045 808 4272

Ngcobo Sub-District: Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N. Matala Tel No: 047 9480022/34/0738199730.

Frontier Hospital: Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand deliver to: HR Office, 5320. Enquiries: Mrs P Marongo – Tel No: 045 808 4272


Nelson Mandela Health District Office: Post to: HR Office, Private Bag X28000 Greenarces Port Elizabeth or hand deliver to: HR Office Nelson Mandela Health District Office (Old Walton Building) Coningham Street Parson Hill Port Elizabeth. Attention Ms P Makuluma Tel No: 041 391 8164

Frontier Hospital: Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand deliver to: HR Office, 5320. Enquiries: Mrs P Marongo – Tel No: 045 808 4272


Ngcobo Sub-District: Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N. Matala Tel No: 047 9480022/34/0738199730.
**Craddock Hospital:** Post to: Human Resource Office, Craddock Hospital, Private bag X55, Craddock, 5460 or hand deliver to Craddock Hospital, 5880. Enquiries: Ms F Sibiya – Tel No: 043 881 2123.

**Sakhisizwe Sub-District:** Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Bunting Tel No: 047 877 0931.

**Glen Grey Hospital:** Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142, Lady Frere, 5410 or hand delivery to Glen Grey Hospital, 5410. Enquiries: Mr S Khumalo – Tel No: 083 585 7576.

**KSD Sub-District:** Post to: District Manager, KSD Sub district Office, Private Bag X 5099, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sipcawu Building Enquiries: Ms O Gcagca Tel No: 047 531 0823.

**Nyandeni Sub-District:** Post to: Human Resource Office, Nyandeni LSA, P. O. Box 208, Libode, 5160, or Hand Deliver to: Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms Daniso – Tel No: 047 555 0151/0023.

**Qaukeni Sub-District:** Post to: Qaukeni Sub District: Lusikisiki College of Education, Department of Health Offices, Private bag X1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo – Tel No: 039 253 1541.

**Lady Grey Hospital:** Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand deliver at the HR Office, Lady Grey Hospital. Enquiries: Ms N Skischana – Tel No: 051 603 0393.

**Frere Tertiary Hospital:** Post to: Human Resource Office, Frere Hospital, Private bag X 9047. East London, 5200 or hand deliver: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200. Enquiries: Ms N Mthitshana Tel No: 043 709 2487/2532.

**Nkqubela TB Hospital:** Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquiries: Ms Loliwe Tel No: 043 761 2131.

**Cecilia Makiwane Hospital:** Post to: Cecilia Makiwane Hospital: Private Bag X 001, Mdantsane, 5225 or Hand Deliver to Human Resource Office, Cecilia Makiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel No: 043 708 2118

**EMS College Port Elizabeth:** Post to: HR Office, Private Bag X28000 Greenarces 6057 or hand deliver to: HR Office, EMS College situated at Livingstone Hospital Port Elizabeth 6057. Enquiries: Mr N Ndamase Tel No: 041 453 0911.

**Amahlathi Sub-District:** Post to: Human Resources Office Amahlathi Sub-District Private Bag X 7425 King Williamstown 5600 or Hand Delivery Amahlathi Sub District 01 Bridge Street West Bank King Williamstown 5600 Enquiries Ms B Mngxe Tel No: 043 6434775/6

**Cathcart Hospital:** Post to: Human Resources Office, Private Bag X10 Cathcart 5310 or hand deliver to: Human Resources Office 10 Hankop Street Cathcart 5310. Enquiries: Ms Velaphi Tel No: 045 843 1029.

**Nompumelelo Hospital:** Post to: Nompumelelo hospital: Private Bag X13, Peddie 5640, Enquiries: Ms. NG Tsako Tel No: 040 673 3321.

**Komani Hospital:** Post to: Human Resource Office, Komani Hospital Private Bag X4043 Queenstown 5320. Enquiries: Ms A Sokutu Tel No: 045 858 8400.

**Lukhanji Sub-District:** Post to: Human Resource Office, Lukhanji Sub District Private Bag X1 Queenstown 5320. Enquiries: Ms Mtweni Tel No: 045 807 8908

**Emalahleni Sub District:** Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410 Enquiries: Ms NP Mshabe Tel No: 047 878 4300

**Inxuba Yethembu Sub District:** Human Resource Office, Inxuba Yethembu Sub District Private Bag X90 Craddock 5880. Enquiries: Ms GO Van Heerden Tel No: 048 881 2921

**Molteno Hospital:** Human Resource Office, Molteno Hospital, Stuart Street Molteno 5880. Enquiries: Ms D Zantsi Telo No: 045 858 8112.

**Nelson Mandela Academic Hospital:** Post to: Human Resource Office, Nelson Mandela Academic Hospital, Private Bag X5014 Mthatha, 5099 or hand deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha, 5099. Enquiries: Ms Calaza - Tel No: 047 502 4320.

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

**MANAGEMENT ECHELON**

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<tr>
<th>POST 36/57</th>
<th>DIRECTOR: CHANGE MANAGEMENT REF NO: ECHEALTH/DRCM/HO/01/09/2018</th>
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| SALARY     | R1 005 063 – R1 183 932 per annum (Level 13) |

| CENTRE     | Bhisho, Head Office |

| REQUIREMENTS | A undergraduate qualification (NQF Level 7) in Social Science / Behavioral Sciences/ Public Administration coupled with 5 years’ experience at Middle Management level. Experience in facilitating and leading change initiatives to improve organizational performance. Experience in remuneration management and budgeting for employee total cost of employment. A post graduate qualification will be an added advantage. Key competencies: Strategic Analysis, Strategic Leadership, Systems Analysis, Organizational Change, Consultation and Facilitation, Process Improvement, People and Relationship Management, exceptional communication both verbal and written, Human Resources Management Information System. Knowledge of the public sector environment and regulatory framework. Depth in knowledge of project management approaches, tools and phases of project lifecycle. Experience and knowledge of change management principles, methodologies and tools. Computer literacy with advanced knowledge of project management software programme, Visio and Excel. A valid driver’s license. |

| DUTIES | Support the Department for successful change management implementation. Conduct a stakeholder analysis to develop a stakeholder management plan per initiative/project, which should be continually used to drive appropriate change activities. Stakeholder Engagement to build positive internal and external relationships. Conduct change impact analyses and assess change readiness. Governance and decision making for effective change management outcomes. Design varied types of change engagement, including face to face engagement, while using a multimedia approach. Support the organization to achieve the appropriate levels of governance. Project Management. Coaching of staff and management in readiness for and management of various change initiatives. Leadership and empowerment of change sponsors. Coordinate change management initiatives Monitoring and evaluation and reporting on change management initiatives. Coordinate and write change management accountability reports. |

| ENQUIRIES  | Mr S Makitshi Tel No: 040 608 1954 |
| APPLICATIONS | Bisho Head Office: Post to: Recruitment & Selection Office Private Bag X0038, Bhisho 5605, or Hand deliver: Recruitment & Selection Office, (Old Dept of Education space) Global Life Building, Independence Avenue, Bhisho, 5605. |
OTHER POSTS

POST 36/58  
GENERAL MANAGER: MEDICAL SERVICES  
REF NO: ECHEALTH/SMMS/NMAH/02/08/2018

SALARY: R1 718 418 – R2 054 577 per annum (OSD)  
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital  
REQUIREMENTS: Appropriate qualification that allows full registration with the Health Professional Council South Africa (HPCSA) as a Medical Practitioner. A minimum of three (3) appropriate experience after registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA. A valid driver’s license. Strong leadership, strategic, operational and contingency planning, managerial and organizational skills. Relevant experience in managing hospitals/senior medical staff.  
DUTIES: Give strategic direction and leadership to the Clinical and support division. Work with Chief Executive Officer to ensure effective efficiency and sustainable delivery of the Nelson Mandela Academic Hospital Clinical Governance strategy. Plan, implement, lead and support the development of clinical and related support services in the hospital working the Heads of the Clinical Departments, Pharmaceutical services, Clinical support and Nursing Services Management. Develop and maintain leadership including co-ordination and communication with staff and clients in the clinical services. Working in partnership with others to develop, take forward and evaluate direction and strategies. Develop a culture that improves quality of provided clinical services. Promote health and well-being of patients and prevent adverse effects on health and the well-being of patients through contributing to the development, implementation and evaluation of related policies. Plan, implement, monitor and evaluate the hospital outreach and support programmes. Plan, develop and evaluate methods and processes for gathering analysis, interpreting and presenting health information.  
ENQUIRIES: Ms Makwedini Tel No: 083 378 0141

POST 36/59  
HEAD CLINICAL UNIT (NEUROSURGERY)  
REF NO: ECHEALTH/HCU/FTH/02/08/2018

SALARY: R1 643 352 – R1 744 191 per annum (OSD)  
CENTRE: Buffalo City Metro, Frere Tertiary Hospital  
REQUIREMENTS: An appropriate medical qualification that allows registration with HPCSA in Neurosurgery. HPCSA registration certificate as a Medical Specialist in Neurosurgery. A minimum of 3 years post registration with HPCSA as Medical Specialist in the respective discipline. Appropriate specialist procedures and protocols within field of expertise. Leadership, administration, programmes planning, assessment of patients within candidate’s field of expertise. Management of diversity in the workplace. Counselling and conflict resolution skills. Competencies: Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programme. A valid driver’s licence.  
DUTIES: Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Problem solving, participate in the provision of tertiary and central services. Provide outreach services to clinicians including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.  
ENQUIRIES: Ms N Mthitshana Tel No: 043 709 2487/2532
POST 36/60: HEAD CLINICAL UNIT (ACCIDENT & EMERGENCY) GRADE 1 REF NO: ECHEALTH/HCU/02/08/2018

SALARY: R1 643 352 – R1 744 191 per annum (OSD)

CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS: An appropriate medical qualification that allows registration with HPCSA in Accident & Emergency. HPCSA registration certificate as a Medical Specialist. A minimum of 3 years’ experience as a Medical Specialist in Accident & Emergency after registration with HPCSA. Current registration with HPCSA as a Medical Specialist. A valid driver’s license. Competencies: Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programme. A valid driver’s licence.

DUTIES: Provide clinical leadership (strategic planning, monitoring and evaluation) the supervisory management of the department. Responsible for the development and maintenance of high quality, evidence based emergency assessment, treatment and rehabilitation programmes. Provide in an effective emergency consultation services and outreach to the sub-districts that form part of the Cecilia Makiwane area services platform. Monitor and develop improvement plans regarding clinical output, new services & cost containment. Optimally supervise, instruct and train junior personnel including registrars. Participate in academic activities at undergraduate and post graduate levels. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. Participate in the ongoing provision of undergraduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities.

ENQUIRIES: Ms. P. Mncotsho Tel No: 043 708 2118

POST 36/61: HEAD CLINICAL UNIT (ACCIDENT & EMERGENCY) GRADE 1 REF NO: ECHEALTH/HCU/02/08/2018

SALARY: R1 643 352 – R1 744 191 per annum (OSD)

CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS: An appropriate medical qualification that allows registration with HPCSA in Accident & Emergency. HPCSA registration certificate as a Medical Specialist. A minimum of 3 years’ experience as a Medical Specialist in Accident & Emergency after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Accident & Emergency. A valid driver’s license. Competencies: Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programme. A valid driver’s licence.

DUTIES: Provide clinical leadership (strategic planning, monitoring and evaluation) the supervisory management of the department. Responsible for the development and maintenance of high quality, evidence based emergency assessment, treatment and rehabilitation programmes. Provide in an effective emergency consultation services and outreach to the sub-districts that form part of the Cecilia Makiwane area services platform. Monitor and develop improvement plans regarding clinical output, new services & cost containment. Optimally supervise, instruct and train junior personnel including registrars. Participate in academic activities at undergraduate and post graduate levels. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. Participate in the ongoing provision of undergraduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities.
consultation services and outreach to outreach to the sub-districts that from part of the Cecilia Makiwane area services platform. Monitor and develop improvement plans regarding clinical output, new services & cost containment. Optimally supervise, instruct and train junior personnel including registrars. Participate in academic activities at undergraduate and post graduate levels. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of undergraduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities.

ENQUIRIES: Ms. P. Mncotsho Tel No: 043 708 2118

POST 36/62: HEAD CLINICAL UNIT (MENTAL HEALTH UNIT) GRADE 1 REF NO: ECHEALTH/HCU/02/08/2018

SALARY: R1 643 352 – R1 744 191 per annum (OSD)
CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital
REQUIREMENTS: An appropriate medical qualification that allows registration with HPCSA in Psychiatry. HPCSA registration certificate as a Medical Specialist. A minimum of 3 years’ experience as a Medical Specialist in Psychiatry after registration with HPCSA. Current registration with HPCSA as a Medical Specialist in Psychiatry. A valid driver’s license. Competencies: Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programme. A valid driver’s licence.

DUTIES: Provide clinical leadership (strategic planning, monitoring and evaluation) the supervisory management of the department. Responsible for the development and maintenance of high quality, evidence based emergency assessment, treatment and rehabilitation programmes. Provide in an effective emergency consultation services and outreach to outreach to the sub-districts that from part of the Cecilia Makiwane area services platform. Monitor and develop improvement plans regarding clinical output, new services & cost containment. Optimally supervise, instruct and train junior personnel including registrars. Participate in academic activities at undergraduate and post graduate levels. Manage staff in the department. Allocate duties, cost effectively utilize human resources, supervise medical staff, compile medical reports and give evidence at trials, when required. Participate in the delivery of a 24 hour service. Manage Performance and Development (PMDS) and perform quarterly reviews of sub-ordinates. Participate in the ongoing provision of undergraduate and post-graduate teaching. Provide leadership for and participate in Departmental research activities.

ENQUIRIES: Ms. P. Mncotsho Tel No: 043 708 2118

POST 36/63: CLINICAL MANAGER REF NO: ECHEALTH/CM/NQH/02/08/2018

SALARY: R1 115 874 – R1 275 885 per annum (OSD)
CENTRE: Buffalo City Metro, Nkqubela TB Hospital
REQUIREMENTS: An appropriate medical qualification that allows registration with HPCSA in Medical Practitioner. HPCSA registration certificate as a Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. A valid driver’s license. Experience at a supervisory level will be added as advantage. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial.
management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes. A valid driver’s licence.

**DUTIES**

Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Senior Manager Medical Services. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

**ENQUIRIES**

Ms. Loliwe Tel No: 043 761 2131

**POST 36/64**: CLINICAL MANAGER GRADE 1 REF NO: ECHEALTH/CM/SSG/02/08/2018

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

**SALARY**

R1 115 874 – R1 275 885 per annum (OSD)

**CENTRE**

Amatole District, SS Gida Hospital

**REQUIREMENTS**

An appropriate medical qualification that allows registration with HPCSA in Medical Practitioner. HPCSA registration certificate as a Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. A valid driver’s license. Experience at a supervisory level will be added as advantage. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes. A valid driver’s licence.

**DUTIES**

Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Senior Manager Medical Services. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of
subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES: Ms Fumanisa Tel No: 040 658 0043

POST 36/65: DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: ECHEALTH/DDCM/HO/01/09/2018 (X3 POSTS)
(One year contract)

SALARY: R826 053 – R973 047 per annum (Level 12)
CENTRE: Bhisho, Head Office
REQUIREMENTS: An relevant qualification in Social Science/ Behaviour Sciences/Public Administration or qualification related to PERSAL Management, Change Management, loading of organograms or systems design coupled with 5 years’ experience in the field of which 3 years’ must be at Assistant Director level. Experience in organisational development environment. Key Competencies: Systems analysis, organizational change, consultation and facilitation, process improvement, people and relationship management, excellent communication both verbal and written, human resources management information system management. Knowledge of the public sector environment and regulatory framework. Depth Good in knowledge of project management approaches, tools and phases of project lifecycle. Experience and knowledge of change management principles, methodologies and tools. Knowledge of project management software programme, Visio and Excel. Knowledge of PERSAL will be an added advantage. A valid driver’s licence.

DUTIES: Create and manage change management systems and processes. Coordinate efforts with other task owners. Integrate change management activities in project plan. Provide project administration services for the PMO. Create and distribute Change Management reports. Ensure that all preparations have been made for a change management sessions, meeting, including creating of agenda, circulation of and submit these to professional secretariat. Utilizes the Change Management reporting system to monitor and track changes. Develop and maintain the change management dashboard. Lead and support loading of the organizational structure. Ensure integrity of the organizational structure at all times.

ENQUIRIES: Mr S Makitshi Tel No: 040 608 1954
APPLICATIONS: Bisho Head Office: Post to: Recruitment & Selection Office Private Bag X0038, Bhisho 5605, or Hand deliver: Recruitment & Selection Office, (Old Dept of Education space) Global Life Building, Independence Avenue, Bhisho, 5605.

POST 36/66: CHIEF EXECUTIVE OFFICER REF NO: ECHEALTH/CEO/NOMH/02/08/2018
SALARY: R826 053 – R873 047 per annum (Level 12)
CENTRE: Amathole District, Nompumelelo Hospital
REQUIREMENTS: A Degree/Advanced Diploma in Health related field PLUS a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years management experience in the Health Sector at middle management. Experience as a Health Service Manager or significant experience in management in a Health service environment. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver’s License.

DUTIES: To plan, direct, coordinate and manage the efficient and Effective delivery of clinical and Administrative support services through working with the key executive management team at the Hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational efficiently within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources.
Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES:
Dr Matiwane Tel No: 040 608 1163

POST 36/67:
CHIEF EXECUTIVE OFFICER
REF NO:
ECHEALTH/CEO/MDWAH/02/08/2018

SALARY:
R826 053 – R873 047 per annum (Level 12)

CENTRE:
Amathole District, Madwaleni Hospital

REQUIREMENTS:
A Degree/Advanced Diploma in Health related field PLUS a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years management experience in the Health Sector at middle management. Experience as a Health Service Manager or significant experience in management in a Health service environment. Knowledge of relevant legislation such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver’s License.

DUTIES:
To plan, direct, coordinate and manage the efficient and Effective delivery of clinical and Administrative support services through working with the key executive management team at the Hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational efficiently within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES:
Dr Matiwane Tel No: 040 608 1163

POST 36/68:
MEDICAL OFFICER GRADE 1 – 3
REF NO:
ECHEALTH/MO/FTH/02/08/2018 (X3 POSTS)

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

CENTRE:
Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS:
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years’ experience after registration. 

DUTIES:
Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with
all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES: Ms. N. Mthithshana Tel No: 043 709 2487/2532

POST 36/69: PHARMACIST GRADE 1-3 REF NO: ECHEALTH/PHARM/FTH/02/08/2018

SALARY: Grade 1: R655 890 – R696 234 per annum (OSD)
Grade 2: R713 904 – R757 707 per annum (OSD)
Grade 3: R780 616 – R828 507 per annum (OSD)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES: Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES: Ms. N. Mthithshana Tel No: 043 709 2487/2532

POST 36/70: PHARMACIST GRADE 1-3 REF NO: ECHEALTH/CH/FRH/02/08/2018

SALARY: Grade 1: R655 890 – R696 234 per annum (OSD)
Grade 2: R713 904 – R757 707 per annum (OSD)
Grade 3: R780 616 – R828 507 per annum (OSD)

CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES: Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according
to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Mrs P Marongo – Tel No: 045 808 4272

POST 36/71 : PHARMACIST GRADE 1-3 REF NO: ECHEALTH/CH/COFH/02/08/2018

SALARY : Grade 1: R655 890 – R696 234 per annum (OSD)
Grade 2: R713 904 – R757 707 per annum (OSD)
Grade 3: R780 616 – R828 507 per annum (OSD)

CENTRE : Chris Hani District, Cofimvaba Hospital

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Ms A Mbana – Tel No: 047 874 0111

POST 36/72 : ASSISTANT MANAGER: NURSING (THEATRE) REF NO: ECHEALTH/AMN/TBH/02/08/2018

SALARY : R581 826 – R654 840 per annum (OSD)

CENTRE : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing at least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report
writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver’s license. Computer literacy.

**DUTIES**
Plan, direct, coordinate, evaluate and review all activities necessary to manage Theatre/CSSD and make decisions regarding problems in the unit. Assist with medical care and research in the unit. Provide emergency care to patients in a crisis situation. Give actual nursing care, Develop rapport, Teach nurses and patients. Control environment, such as equipment, Supplies, records, Staff and Traffic. Assist in PMDS evaluation of staff within the unit. Identify staff training needs and participate in monitoring training.

**ENQUIRIES**
Mr Kholiso Tel No: 039 737 3107

**POST 36/73**
**ASSISTANT MANAGER NURSING (MALE WARD) - REF NO:**
ECHEALTH/AMNS/TBH/02/08/2018

**SALARY**
R532 445 – R617 253 per annum (OSD)

**CENTRE**
Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

**REQUIREMENTS**
Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level.

**DUTIES**
Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

**ENQUIRIES**
Ms N Skisazana Tel No: 051 603 0093

**POST 36/74**
**ASSISTANT MANAGER NURSING (AREA) – NIGHT SHIFT REF NO:**
ECHEALTH/AM/FTH/02/08/2018

**SALARY**
R532 449 – R617 253 per annum (OSD)

**CENTRE**
Joe Gqabi District, Lady Grey Hospital

**REQUIREMENTS**
Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver’s license. Computer literacy.

**DUTIES**
Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

**ENQUIRIES**
Ms N Skisazana Tel No: 051 603 0093

**POST 36/75**
**ASSISTANT MANAGER NURSING (AREA) – NIGHT SHIFT REF NO:**
ECHEALTH/AM/FTH/02/08/2018

**SALARY**
R532 449 – R617 253 per annum (OSD)

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

Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver’s license. Computer literacy.

**DUTIES**

Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

**ENQUIRIES**

Ms N Mthitshana Tel No: 043 709 2487/2532

**POST 36/76**

ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AM/NKQH/02/08/2018

**SALARY**

R532 449 – R617 253 per annum (OSD)

**CENTRE**

Buffalo City Metro, Nkqubela TB Hospital

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**REQUIREMENTS**

Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver’s license. Computer literacy.

**DUTIES**

Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

**ENQUIRIES**

Ms. Loliwe Tel No: 043 761 2131

**POST 36/77**

OPERATIONAL MANAGER SPECIALTY (PEADS) REF NO: ECHEALTH/OMS/DNRH/02/08/2018

**SALARY**

R532 449 – R599 274 per annum (OSD)

**CENTRE**

Nelson Mandela Metro, Dora Nginza Regional Hospital

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**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Paediatrics Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in nursing after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

**ENQUIRIES**

Ms. Loliwe Tel No: 043 761 2131

**POST 36/77**

OPERATIONAL MANAGER SPECIALTY (PEADS) REF NO: ECHEALTH/OMS/DNRH/02/08/2018

**SALARY**

R532 449 – R599 274 per annum (OSD)

**CENTRE**

Nelson Mandela Metro, Dora Nginza Regional Hospital

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**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Paediatrics Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change
management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Mr J Johaar Tel No: 041 406 4435.

POST 36/78: OPERATIONAL MANAGER SPECIALTY (CATHLAB) REF NO: ECHEALTH/OPCAT/NMAH/02/08/2018

SALARY: R532 449 – R599 274 per annum (OSD)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Operating Theatre Technique/Critical Care. Experience in Nursing Cardiology patients and working at CATHLAB. A minimum of 9 years or more as a registered nurse. At least 5 years of the period referred to above must be appropriate experience after obtaining 1 year post basic qualification in relevant specialty.

DUTIES: Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management, Promote and ensure quality of nursing as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how it impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms Calaza Tel No: 047 502 4320

POST 36/79: OPERATIONAL MANAGER (PAEDIATRICS) REF NO: ECHEALTH/OM/CMH/02/08/2018

SALARY: R532 449 – R599 274 per annum (OSD)

CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Paediatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: To implement standard practices and criteria for quality nursing care. Practice in accordance to laws and regulations relevant to the unit. Provide direction and supervision for implementation of nursing care plans (Quality Nursing Care) in the unit as well as overall supervision of the hospital. Utilize all resources effectively and efficiently in a specialty department (Paediatric / Neonatal ICU).

ENQUIRIES: Ms. P. Mncotsho Tel No: 043 708 2118

POST 36/80: OPERATIONAL MANAGER (INTERNAL MEDICINE) REF NO: ECHEALTH/OM/CMH/02/08/2018

SALARY: R532 449 – R599 274 per annum (OSD)

CENTRE: Buffalo City Metro, Cecilia Makiwane Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as
a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Paediatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

To implement standard practices and criteria for quality nursing care. Practice in accordance to laws and regulations relevant to the unit. Provide direction and supervision for implementation of nursing care plans (Quality Nursing Care) in the unit as well as overall supervision of the hospital. Utilize all resources effectively and efficiently in a specialty department (Paediatric / Neonatal ICU).

**ENQUIRIES**

Ms. P. Mncotsho Tel No: 043 708 2118

**POST 36/81**

OPERATIONAL MANAGER SPECIALTY (OBS & GYNAE) REF NO: ECEALTH/OMS/GH/02/08/2018

**SALARY**

R532 449 – R599 274 per annum (OSD)

**CENTRE**

Buffalo City Metro, Frere Tertiary Hospital

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Provide a comprehensive health care service in the health hospital, to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personal management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**

Ms. N. Mthitshana Tel No: 043 709 2487/2532

**POST 36/82**

OPERATIONAL MANAGER NURSING (MATERNITY) REF NO: ECEALTH/OMN/AMAT/SSGH/02/08/2018

**SALARY**

R532 449 – R599 274 per annum (OSD)

**CENTRE**

Amathole District, SS Gida Hospital

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 (Advanced Midwifery and Neonatology). A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. 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 team is rendered in accordance with the scope of
practices and nursing standards as determined by the Legislation. Implementation of Patient’s Rights Charter and Batho Pele Principles.

ENQUIRIES
Ms Fumanisa Tel No: 040 658 0043

POST 36/83
OPERATIONAL MANAGER NURSING (MATERNITY) REF NO:
ECHEALTH/OMN/AMAT/BEDFH/02/08/2018

SALARY
R532 449 – R599 274 per annum (OSD)

CENTRE
Amathole District, Bedford Hospital

REQUIREMENTS
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 (Advanced Midwifery and Neonatology). A minimum of 9 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of experience of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification.

DUTIES
Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Participate in analysis, formulation of nursing guidelines, practices, standards and procedures. Manage and mentor proper utilisation of human, financial, physical resources. Develop a safe patient care and therapeutic environment according to occupational health and safety requirements, infection control prescripts. 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 team is rendered in accordance with the scope of practices and nursing standards as determined by the Legislation. Implementation of Patient’s Rights Charter and Batho Pele Principles.

ENQUIRIES
Ms L H Slatsha Tel No: 046 685 0046

POST 36/84
OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO:
ECHEALTH/OMPHC/CD-SSD-BC/02/08/2018

SALARY
R532 449 – R599 274 per annum (OSD)

CENTRE
Sakhisizwe Sub-District, Beestekraal Clinic

REQUIREMENTS
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 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 after obtaining the 1 year post basic qualification.

DUTIES
Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES
Ms B Mtsi Tel No: 047-8770931

POST 36/85
OPERATIONAL MANAGER: PRIMARY HEALTH CARE (X3 POSTS)

SALARY
R532 449 – R599 274 per annum (OSD)

CENTRE
Nkonkobe Sub-District, Zihlahleni Clinic Ref No: ECHEALTH/OM-PHC/ZLHC/02/08/2018
Upper Ncerha Clinic Ref No: ECHEALTH/OM-PHC/UNCEC/02/08/2018
Adelaide Clinic Ref No: ECHEALTH/OMPHC/ADEC/02/08/2018

REQUIREMENTS
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as
a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Ms V Mhlanga Tel No: 046 645 1864

**POST 36/86**

**OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO:**

**ECHEALTH/OM-PHC/CHD-LSD-MC/02/08/2018**

**SALARY**

R532 449 – R599 274 per annum (OSD)

**CENTRE**

Lukhanji Sub District, Molteno Clinic

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Ms Mtweni Tel No: 045 807 8908

**POST 36/87**

**OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO:**

**ECHEALTH/OM-PHC/CHD-ESD-NC/02/08/2018**

**SALARY**

R532 449 – R599 274 per annum (OSD)

**CENTRE**

Emalahleni Sub-District, Ngonyama Clinic

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Ms NP Mtshabe Tel No: 047 878 4300
POST 36/88  :  OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM-PHC/CHD-ESD-MC/02/08/2018

SALARY  :  R532 449 – R599 274 per annum (OSD)
CENTRE  :  Emalahleni Sub-District, Machubeni Clinic
REQUIREMENTS  :  Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES  :  Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES  :  Ms NP Mtshabe Tel No: 047 878 4300

POST 36/89  :  OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM-PHC/CHD-ESD-PC/02/08/2018

SALARY  :  R532 449 – R599 274 per annum (OSD)
CENTRE  :  Emalahleni Sub-District, Philani Clinic
REQUIREMENTS  :  Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES  :  Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the

POST 36/90  :  OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OM-PHC/CHD-NSD-KC/02/08/2018

SALARY  :  R532 449 – R599 274 per annum (OSD)
CENTRE  :  Ngcobo Sub-District, Khumanco Clinic
REQUIREMENTS  :  Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES  :  Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the
scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms N. Matala Tel No: 047 5480022/34/0738199730

POST 36/91 : OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/NBC/02/08/2018

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Nelson Mandela Metro, New Brighton Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms P Makuluma Tel No: 041 391 8164

POST 36/92 : OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/LUDC/02/08/2018

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Nyandeni Sub-District, Ludalasi Clinic
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms Daniso – Tel No: 047 555 0151/0023

POST 36/93 : OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/PSJCHC/02/08/2018

SALARY : R532 449 – R599 274 per annum (OSD)
CENTRE : Nyandeni Sub-District, Port St Johns CHC
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of
at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**
Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**
Ms Daniso – Tel No: 047 555 0151/0023

**POST 36/94**
OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO:
ECHEALTH/OMPHC/MBHAC/02/08/2018

**SALARY**
R532 449 – R599 274 per annum (OSD)

**CENTRE**
Qaukeni Sub-District, Mbhndango Clinic

**REQUIREMENTS**
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 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 after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**
Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**
Ms N Hlobo – Tel No: 039 253 1541

**POST 36/95**
CHIEF CLINICAL TECHNOLOGIST (CATHLAB) GRADE 1- 2 REF NO:
ECHEALTH/CCT/NMAH/02/08/2018

**SALARY**
Grade 1: R440 982 – R489 429 per annum (OSD)
Grade 2: R504 219 – R559 611 per annum (OSD)

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

**REQUIREMENTS**
National Diploma or equivalent relevant qualification. Registration with HPCSA as a Clinical Technologist – Cardiology. Minimum of 5 years appropriate experience in the field of Cardiology and registration with HPCSA. In addition, a minimum of 1 years’ experience as a Clinical Technologist. Able to use specialized procedures and sophisticated apparatus to diagnose and help with corrective treatment for patients. To work with the doctor or specialist concerned and sometimes as members of a medical team. To be able work outside of normal working hours. Knowledge and experience in Cardiovascular Perfusion will be an added advantage.

**DUTIES**
Performance of investigative procedures including: Preparation and calibration of equipment. Preparation and instruction of patients. Performance of the actual investigation Editing (i.e. assessment of validation of results) Calculation of test data and preparation of reports for/and interpretations. Performance of quality control procedures. Performance of corrective and therapeutic invasive and non-invasive service to patients in conjunction with a registered medical specialist and or practitioner. Performance of preventive maintenance and calibration of equipment. Development of medical equipment and systems as well as software. Evaluation of equipment for clinical physiological measurement and treatment. Selection of equipment for clinical and physiological measurement and treatment. Drawing up of
specifications for equipment. Approval of selected equipment during the buying cycle. Supervision of equipment control, safety and maintenance programs and systems.

ENQUIRIES : Ms Calaza - Tel No: 047 502 4320

POST 36/96 : OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OMS/MCHC/02/08/2018

SALARY : R420 318 – R473 067 per annum (OSD)
CENTRE : Nelson Mandela Metro, Motherwell CHC
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms P Makuluma Tel No: 041 391 8164

POST 36/97 : OPERATIONAL MANAGER GENERAL (FEMALE WARD) REF NO: ECHEALTH/OMS/VICH/02/08/2018

SALARY : R420 318 – R473 067 per annum (OSD)
CENTRE : Amathole District, Victoria Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES : Ms L Mangesi Tel No: 040 653 1141

POST 36/98 : OPERATIONAL MANAGER GENERAL (MALE WARD) REF NO: ECHEALTH/OMS/VICH/02/08/2018

SALARY : R420 318 – R473 067 per annum (OSD)
CENTRE : Amathole District, Victoria Hospital
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant
health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES
Ms L Mangesi Tel No: 040 653 1141

POST 36/99
OPERATIONAL MANAGER GENERAL
ECHEALTH/OMG/NKQH/02/08/2018

SALARY
R420 318 – R473 067 per annum (OSD)

CENTRE
Buffalo City Metro, Nkubela TB Hospital

REQUIREMENTS
Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES
Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES
Ms. Loliwe Tel No: 043 761 2131

POST 36/100
PROFESSIONAL NURSE SPECIALTY GRADE 1-2
ECHEALTH/PROFS/FRBC/02/08/2018

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

CENTRE
Nkonkobe Sub-District, Fort Beaufort Gateway Clinic

REQUIREMENTS
Basic R425 qualification (i.e. Degree / Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Child Nursing Science/ Community Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate/reognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/reognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES
Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES
Ms V Mhlanga Tel No: 046 645 1864

POST 36/101
PROFESSIONAL NURSE SPECIALTY (MATERNITY) GRADE 1-2
ECHEALTH/PROFS/SSGH/02/08/2018

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

CENTRE
Amathole District, SS Gida Hospital

REQUIREMENTS
Basic R425 qualification (i.e. Degree / Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse
plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES:** Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

**ENQUIRIES:** Ms Fumanisa Tel No: 040 658 0043

**POST 36/102:** PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFS/TPH/02/08/2018

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

**CENTRE:** Amatole District, Tower Psychiatric Hospital

**REQUIREMENTS:** Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Psychiatric Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES:** Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

**ENQUIRIES:** Ms H Potgieter – Tel No: 046 645 1122

**POST 36/103:** PROFESSIONAL NURSE SPECIALTY (PSYCHIATRY) REF NO: ECHEALTH/PROFS/DNRH/02/08/2018 (X4 POSTS)

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

**CENTRE:** Nelson Mandela Metro, Dora Nginza Regional Hospital

**REQUIREMENTS:** Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year Advanced Psychiatric Nursing Science accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.
in the specific specialty after obtaining the 1 year post basic qualification in
the relevant specialty.

**DUTIES**

Provide direction and supervision for the implementation of the nursing plan
(clinical practice/quality patient care). Implement standards, practices, criteria
and indicators for quality nursing (quality practice). Practice nursing and health
care in accordance with laws and regulations relevant to nursing and health
care. Maintain a constructive working relationship with nursing and other
stakeholders. Utilize human, material and physical resources efficiently and
effectively. Perform clinical nursing practice in accordance with the scope of
practice and nursing standards as determined by the clinic.

**ENQUIRIES**

Mr J Johaar Tel No: 041 406 4435

**POST 36/104**

PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO:
ECHEALTH/PROFS/UPH/02/08/2018

**SALARY**

Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**

Nelson Mandela Metro, Uitenhage Provincial Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent
qualification that allows registration with the SANC as a Professional Nurse
plus a post basic nursing qualification with duration of at least 1 year in
Advanced Midwifery and Neonatal Nursing Science accredited with SANC.
Current registration with the SANC as a Professional Nurse. **Grade 1:** A
minimum of 4 years appropriate/recognize experience in nursing after
registration as Professional Nurse with the SANC in General Nursing. **Grade
2:** A Minimum of fourteen (14) years appropriate / recognisable experience in
Nursing after registration as a Professional Nurse with the SANC in General
Nursing. At least 10 years of the period referred to above must be
appropriate/recognised experience in the specific specialty after obtaining
the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Provide direction and supervision for the implementation of the nursing plan
(clinical practice/quality patient care). Implement standards, practices, criteria
and indicators for quality nursing (quality practice). Practice nursing and health
care in accordance with laws and regulations relevant to nursing and health
care. Maintain a constructive working relationship with nursing and other
stakeholders. Utilize human, material and physical resources efficiently and
effectively. Perform clinical nursing practice in accordance with the scope of
practice and nursing standards as determined by the hospital.

**ENQUIRIES**

Mr P Oosthuizen Tel No: 041 995 1129

**POST 36/105**

PROFESSIONAL NURSE SPECIALTY (NEONATAL) REF NO:
ECHEALTH/PROFS/UPH/02/08/2018

**SALARY**

Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**

Nelson Mandela Metro, Uitenhage Provincial Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent
qualification that allows registration with the SANC as a Professional Nurse
plus a post basic nursing qualification with duration of at least 1 year in
Advanced Midwifery and Neonatology Nursing Science accredited with SANC.
Current registration with the SANC as a Professional Nurse. **Grade 1:** A
minimum of 4 years appropriate/recognize experience in nursing after
registration as Professional Nurse with the SANC in General Nursing. **Grade
2:** A Minimum of fourteen (14) years appropriate / recognisable experience in
Nursing after registration as a Professional Nurse with the SANC in General
Nursing. At least 10 years of the period referred to above must be
appropriate/recognised experience in the specific specialty after obtaining
the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Provide direction and supervision for the implementation of the nursing plan
(clinical practice/quality patient care). Implement standards, practices, criteria
and indicators for quality nursing (quality practice). Practice nursing and health
care in accordance with laws and regulations relevant to nursing and health
care. Maintain a constructive working relationship with nursing and other
stakeholders. Utilize human, material and physical resources efficiently and
effectively. Perform clinical nursing practice in accordance with the scope of
practice and nursing standards as determined by the hospital.

**ENQUIRIES**

Mr P Oosthuizen Tel No: 041 995 1129
<table>
<thead>
<tr>
<th>POST 36/106</th>
<th>PROFESSIONAL NURSE SPECIALTY (CHILD HEALTH) REF NO: ECHEALTH/PROFS/UPH/02/08/2018</th>
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<td>SALARY</td>
<td>Grade 1: R362 559 – R420 318 per annum (OSD)</td>
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<td>Grade 2: R445 917 – R548 436 per annum (OSD)</td>
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<tr>
<td>CENTRE</td>
<td>Nelson Mandela Metro, Uitenhage Provincial Hospital</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Paediatric Nursing Science accredited with SANC. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.</td>
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<tr>
<td>DUTIES</td>
<td>Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.</td>
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<td>ENQUIRIES</td>
<td>Mr P Oosthuizen Tel No: 041 995 1129</td>
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<tr>
<th>POST 36/107</th>
<th>PROFESSIONAL NURSE SPECIALTY (THEATRE) REF NO: ECHEALTH/PROFS/UPH/02/08/2018</th>
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<td>Grade 2: R445 917 – R548 436 per annum (OSD)</td>
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<td>CENTRE</td>
<td>Nelson Mandela Metro, Uitenhage Provincial Hospital</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Operating Theatre Technique accredited with SANC. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.</td>
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<td>DUTIES</td>
<td>Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.</td>
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<td>ENQUIRIES</td>
<td>Mr P Oosthuizen Tel No: 041 995 1129</td>
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<thead>
<tr>
<th>POST 36/108</th>
<th>PROFESSIONAL NURSE SPECIALTY (HIGH CARE) REF NO. ECHEALTH/PROFS/UPH/02/08/2018</th>
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<tr>
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<td>Grade 1: R362 559 – R420 318 per annum (OSD)</td>
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<td>Grade 2: R445 917 – R548 436 per annum (OSD)</td>
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<tr>
<td>CENTRE</td>
<td>Nelson Mandela Metro, Uitenhage Provincial Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Operating Theatre Technique accredited with SANC. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.</td>
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the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the 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.

**DUTIES**

Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

**ENQUIRIES**

Mr P Oosthuizen Tel No: 041 995 1129

**POST** 36/109  
**CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO:** ECHEALTH/CNP/CH-SSD-ULC/02/08/2018

**SALARY**

Grade 1: R362 559 – R420 318 per annum (OSD)  
Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**

Sakhisizwe Sub-District, Upper Lufuta Clinic

**REQUIREMENTS**

Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in “Curative Skills in Primary Health Care” with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse. **Grade 1:** Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitation, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients’ conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

**ENQUIRIES**

Ms B Mtsi Tel No: 047-8770931

**POST** 36/110  
**CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO:** ECHEALTH/PROFS/CHD-SSD-TC/02/08/2018 (X2 POSTS)

**SALARY**

Grade 1: R362 559 – R420 318 per annum (OSD)  
Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**

Sakhisizwe Sub-District, Tembalethu Clinic

**REQUIREMENTS**

Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in “Curative Skills in Primary Health Care” with duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be
provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients’ conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

ENQUIRIES
Ms O Gcagca Tel No: 047 531 0823

POST 36/112
PHYSIOTHERAPIST GRADE 1
REF NO:
ECHEALTH/PHYS/SSGH/02/08/2018

SALARY
Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 – R403 303 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE
Amathole District, SS Gida Hospital

REQUIREMENTS
Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Current registration with the Health Professional Council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current health public service regulations, regulations and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures. 

Grade 1: Experience none after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed Community Services as required.

Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in respect of qualified employees who performed Community Service as required in South Africa.

Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA in
the relevant profession in respect of qualified employees who performed Community Service as required in South Africa.

**DUTIES**

Provide clinical responsibility and management of resources to ensure optimal service delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in the wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that an effective physiotherapy service is delivered by the unit.

**ENQUIRIES**

Ms Fumanisa Tel No: 040 658 0043

**POST 36/113**

**DIAGNOSTIC RADIOGRAPHER GRADE 1-3 (CATHLAB) REF NO: ECHEALTH/DRGR/NMAH/02/08/2018**

**SALARY**

Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 – R403 303 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

**CENTRE REQUIREMENTS**

OR Tambo District, Nelson Mandela Academic Hospital

National Diploma/Degree in Diagnostic Radiography, Certified copy of original registration with Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy of current registration with HPCSA for 2018/2019 as a diagnostic radiographer (Independent Practise). Certificates of service to be attached as proof of experience. Knowledge, skills and experience: Sound knowledge of diagnostic radiography procedures and equipment including CT, MRI and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control and safety measures. Ability to perform quality assurance tests as stipulated by the Radiation Control Directorate. Computer literacy. Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource. Must have an ability to communicate with people of all ages and react quickly in emergencies is essential. Participate in after hours and standby duties which include nights, weekends and Public Holidays.

**DUTIES**

Provide high quality diagnostic service observing safe radiation protection standards. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Participate in Quality Assurance and Quality Improvement programmes, inservice training and National Core Standards. Ensure safety health rules and regulations are adhered to.

Ms Calaza - Tel No: 047 502 4320

POST 36/114

**PHYSIOTHERAPIST GRADE 1-3 REF NO: ECHEALTH/PHYS/FTH/02/08/2018**

**SALARY**

Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 – R403 303 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

**CENTRE REQUIREMENTS**

Buffalo City Metro, Frere Tertiary Hospital

Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Current registration with Health Professional Council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current clinical literate, current protocols as well as current health public service regulations and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures. **Grade 1:** Experience none after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed Community Services as required. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession in respect of qualified employees who performed Community Service as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of qualified employees who performed Community Service as required in South Africa.

**DUTIES**

Provide clinical responsibility and management of resources to ensure optimal service delivery in the institution. Apply correct protocols to obtain service
delivery. Screening of patients in the wards. Implement quality assurance programs effective and efficient service delivery. Ensure that an effective physiotherapy service is delivered by the unit.

ENQUIRIES
Ms. N. Mthitshana Tel No: 043 709 2487/2532

POST 36/115
EMS COURSE COORDINATOR
ECHEALTH/EMSCC/EMSC/02/08/2018

SALARY
Grade 1: R299 475 – R340 830 per annum (OSD)
Grade 2: R365 523 – R417 945 per annum (OSD)
Grade 3: R430 566 – R463 851 per annum (OSD)
Grade 4: R477 873 – R538 320 per annum (OSD)

CENTRE
Nelson Mandela Metro, EMS College (Port Elizabeth)

REQUIREMENTS
B Degree/National Diploma in Emergency Medical Care. Registration with HPCSA for a minimum period of 3 years as an Emergency Care Practitioner/Paramedic (ECP). Minimum of 2 years’ experience as an EMS Paramedic Lecturer. Training and management experience will be advantageous. Valid code 10 driver’s licence with PDP, qualification as an assessor, facilitator, mentor and moderator is advantageous. Computer literacy. Excellent communication (written and verbal) and interpersonal skills. Due to the strategic objectives of the Eastern Cape Department of Health and implementation of National Emergency Care Education and Training policy (NECET) preference will be given to candidates with registration as ECP with HPCSA.

DUTIES
Understand and work within the EMS education, training and development in South Africa. Understand the legislation act, regulations and policy framework governing EMS education and training e.g SAQA Act, skills Development Act, Employment Equity Act, PFMA and other key legislations. Ensure that all aspects of course are aligned with HPCSA regulations. Co-ordinate all theoretical and practical components of the course management of quality assurance of all aspects of the course. Liaison and communication with various stakeholders of the college including HPCSA, hospitals and districts managers and coordination of experiential learning phase of the course. Must be willing to work with learners on road shifts and oversee learners on hospital and practical phase. Be able to manage formative and summative assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned HPCSA regulations and sound education practices. Must be willing and able to participate in research at the College. Performance of any other duties that may be required by the principal.

ENQUIRIES
Mr N Ndamase Tel No: 041 453 0911

POST 36/116
CLINICAL ASSOCIATE – REF NO: ECHEALTH/CLINA/NOMPH/02/08/2018

SALARY
R242 475 – R285 630 per annum (Level 07)

CENTRE
Amathole District, Nompumelelo Hospital

REQUIREMENTS
Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

DUTIES
Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES
Ms. NG Tsako Tel No: 040 673 3321

POST 36/117
CLINICAL ASSOCIATE – REF NO: ECHEALTH/CLINA/TAFH/02/08/2018

SALARY
R242 475 – R285 630 per annum (Level 07)

CENTRE
Amathole District, Tafalofefe Hospital

REQUIREMENTS
Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

DUTIES
Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when
need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES: Ms V. Motabele –Tel No: 047-498 0026

POST 36/118: CLINICAL ASSOCIATE – REF NO: ECHEALTH/CLINA/SSGH/02/08/2018

SALARY: R242 475 – R285 630 per annum (Level 07)

CENTRE: Amathole District, SS Gida Hospital

REQUIREMENTS: Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

DUTIES: Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

ENQUIRIES: Ms Fumanisa Tel No: 040 658 0043

POST 36/119: PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/TOWH/02/08/2018

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

CENTRE: Amathole District, Tower Psych Hospital

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMD). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES: Ms H Potgieter –Tel No: 046 645 1122

POST 36/120: PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/VICH/02/08/2018

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

CENTRE: Amathole District, Victoria Hospital

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES**
- Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES**
- Ms L Mangesi Tel No: 040 653 1141

**POST 36/121**
- PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/SSGH/02/08/2018 (X2 POSTS)

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

**CENTRE**
- Amathole District, SS Gida Hospital

**REQUIREMENTS**
- Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES**
- Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures.

**ENQUIRIES**
- Ms Fumanisa Tel No: 040 658 0043

**POST 36/122**
- PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/CCH/02/08/2018

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

**CENTRE**
- Amathole District, Cathcart Hospital

**REQUIREMENTS**
- Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES**
- Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures.
Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMD). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES: Ms Velaphi Tel No: 045 843 1029

POST 36/123: PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/KATC/02/08/2018

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

CENTRE: Amahlati Sub-District, Kati Kati Clinic

REQUIREMENTS:
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse.
Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES:
Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMD). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES: Ms B Mngxe Tel No: 043 643 775/6

POST 36/124: PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/BRNC/02/08/2018

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

CENTRE: Amahlati Sub-District, Burnshill Clinic

REQUIREMENTS:
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse.
Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES:
Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To
ENQUIRIES
Ms B Mngxe Tel No: 043 6434775/6

POST 36/125
PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECEALTH/PN/DONC/02/08/2018

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

CENTRE
Amahlati Sub-District, Donnington Clinic

REQUIREMENTS
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing, Grade 3: Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES
Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES
Ms B Mngxe Tel No: 043 6434775/6

POST 36/126
PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECEALTH/PN/KATC/02/08/2018

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

CENTRE
Amahlati Sub-District, Kati Kati Clinic

REQUIREMENTS
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing, Grade 3: Minimum of twenty (20) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES
Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES** : Ms B Mnqxe Tel No: 043 6434775/6

**POST 36/127** : PROFESSIONAL NURSE (GENERAL) GRADE 1-3 REF NO: ECHEALTH/PN/WICH/02/08/2018

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

**CENTRE REQUIREMENTS** : Mthashe Sub-District, Willowvale CHC

**REQUIREMENTS** : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1**: No experience required, **Grade 2**: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3**: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES** : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, counsel and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES** : Ms X Bushula Tel No: 047 489 2417/16

**POST 36/128** : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/CHD-KPH/02/08/2018

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

**CENTRE REQUIREMENTS** : Chris Hani District, Komani Psychiatric Hospital

**REQUIREMENTS** : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1**: No experience required, **Grade 2**: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3**: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES** : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, counsel and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES** : Ms A Sokutu Tel No: 045 858 8400
POST 36/129 : PROFESSIONAL NURSE GENERAL GRADE 1-3 (X8 POSTS)

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

CENTRE : Inxuba Yethemba Sub-District, Rocklands Clinic Ref No: ECHEALTH/PROFG/RC/02/08/2018 (X2 Posts)
Eluxolweni Clinic Ref No: ECHEALTH/PROFG/EC/02/08/2018 (X2 Posts)
Mitford Clinic Ref No: ECHEALTH/PROFG/SP/02/08/2018 (X2 Posts)
Hofmeyer Clinic Ref No: ECHEALTH/PROFG/HC/02/08/2018 (X2 Posts)

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms GO Van Heerden Tel No: 048 881 2921

POST 36/130 : PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/CD-CH/02/08/2018

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

CENTRE : Chris Hani District, Cradock Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms F Danster – Tel No: 048 881 2123
**POST 36/131**: PROFESSIONAL NURSE GENERAL GRADE 1-3 (X4 POSTS)

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

**CENTRE**: Lukhanji Sub District, Sada Clinic
Ref No: ECHEALTH/PROFG/CHD-LSD-SC/02/08/2018
Ilengie Clinic Ref No: ECHEALTH/PROFG/CHD-LSD-IC/02/08/2018
Philani Clinic Ref No: ECHEALTH/PROFG/CHD-LSD-PC/02/08/2018
Haytor Clinic Ref No: ECHEALTH/PROFG/CHD-LSD-HC/02/08/2018

**REQUIREMENTS**: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1**: No experience required. **Grade 2**: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3**: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES**: Execute duties and functions with proficiency within the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES**: Ms Mtweni Tel No: 045 807 8908

**POST 36/132**: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO:
ECHEALTH/PROFG/CHD-NSD-KHUC/02/08/2018

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

**CENTRE**: Ngcobo Sub District, Khumanco Clinic

**REQUIREMENTS**: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1**: No experience required. **Grade 2**: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3**: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES**: Execute duties and functions with proficiency within the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES**: Ms N. Matala Tel No: 047 548 0022/34/0738199730
POST 36/133

PROFESSIONAL NURSE GENERAL GRADE 1-3

REF NO: ECHEALTH/PROFG/CHD-NSD/02/08/2018

SALARY

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

CENTRE

Ngcobo Sub District, Nkwenkwana Clinic

REQUIREMENTS

Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES

Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, counsel and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES

Ms N. Matala Tel No: 047 5480022/34/0738199730

POST 36/134

PROFESSIONAL NURSE GENERAL GRADE 1-3

REF NO: ECHEALTH/PROFG/GGH/02/08/2018

SALARY

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

CENTRE

Chris Hani District, Glen Grey Hospital

REQUIREMENTS

Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES

Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, counsel and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES

Mr S Khumalo – Tel No: 083 585 7576

POST 36/135

PROFESSIONAL NURSE GENERAL GRADE 1-3

REF NO: ECHEALTH/PROFG/CHD-MH/02/08/2018

SALARY

Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
CENTRE: Chris Hani District, Molteno Hospital

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES: Ms D Zantsi Tel: No: 045 858 8112

POST 36/136: PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFG/CHD-NCHC/02/08/2018

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

CENTRE: Ngcobo Sub District, Ngcobo CHC

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES: Ms N. Matala Tel No: 047 5480022/34/0738199730

POST 36/137: PHARMACY ASSISTANT POST BASIC REF NO: ECHEALTH/PA- PB/DNRH/02/08/2018

SALARY: R196 218 – R221 034 per annum (OSD)

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A
minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

DUTIES : Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

ENQUIRIES : Mr J Johaar Tel No: 041 406 4435

POST 36/138 : PHARMACY ASSISTANT POST BASIC GRADE 1-3 REF NO: ECHEALTH/PHARM-PB/WOSC/02/08/2018

SALARY : Grade 1: R196 218 – R221 034 per annum (OSD)
Grade 2: R212 823 – R241 701 per annum (OSD)
Grade 3: R246 768 – R282 165 per annum (OSD)

CENTRE : Amahlati Sub-District, Wooley Clinic

REQUIREMENTS : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

DUTIES : Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

ENQUIRIES : Ms B Mngxe Tel No: 043 6434775/6

POST 36/139 : PHARMACY ASSISTANT POST BASIC GRADE 1-3 REF NO: ECHEALTH/PHARM-PB/IDCHCC/02/08/2018

SALARY : Grade 1: R196 218 – R221 034 per annum (OSD)
Grade 2: R212 823 – R241 701 per annum (OSD)
Grade 3: R246 768 – R282 165 per annum (OSD)

CENTRE : Mbhashe Sub-District, Idutywa CHC

REQUIREMENTS : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

DUTIES : Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

ENQUIRIES : Ms X Bushula Tel No: 047 489 2417/16

POST 36/140 : NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/MAH/02/08/2018

SALARY : Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R176 331 – R218 861 per annum (OSD)

CENTRE : Alfred Nzo District, Mount Ayliff Hospital
REQUIREMENTS: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES: Mrs Pencil Tel No: 039 254 0236

POST 36/141: NURSING ASSISTANT GRADE 1-3 REF NO: ECHEALTH/NA/FTH/02/08/2018 (X2 POSTS)

SALARY: Grade 1: R124 788 – R140 454 per annum (OSD)  
Grade 2: R147 690 – R166 221 per annum (OSD)  
Grade 3: R176 331 – R218 861 per annum (OSD)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. **Grade 2:** A Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant with the SANC in General Nursing. **Grade 3:** A Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as Nursing Assistant with the SANC in General Nursing.


ENQUIRIES: Ms. N. Mthitshana Tel No: 043 709 2487/2532

POST 36/142: PHARMACY ASSISTANT (BASIC) REF NO: ECHEALTH/PAB/MCHC/02/08/2018

SALARY: R115 818 – R122 928 per annum (OSD)

CENTRE: Nelson Mandela Metro, Motherwell CHC

REQUIREMENTS: Grade 12 or equivalent. A National Certificate as a Pharmacist Assistant Qualification and registration with the SAPC as a Pharmacist Assistant (Basic). The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Proof of payment for current annual fees.


ENQUIRIES: Ms P Makuluma Tel No: 041 391 8164

POST 36/143: PHARMACIST ASSISTANT BASIC GRADE 1 – 3 REF NO: ECHEALTH/PHARMAB/STEGC/02/08/2018

SALARY: Grade 1: R115 818 – R122 928 per annum (OSD)  
Grade 2: R156 957 – R179 451 per annum (OSD)  
Grade 3: R184 875 – R214 554 per annum (OSD)

CENTRE: Qaukeni Sub-District, St Elizabeth Gateway Clinic
REQUIREMENTS: Grade 12 or equivalent qualification. A National Certificate as a Pharmacist Assistant Qualification and registration with the SAPC as a Pharmacist Assistant (Basic). The applicant must have undergone in-service training as a Learner Post Basic for a minimum of 12 months plus competency assessments by an accredited provider. Proof of payment for current annual fees. Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Basic) with the SAPC.


ENQUIRIES: Ms N Hlobo – Tel No: 039 253 1541

OFFICE OF THE PREMIER

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

FOR ATTENTION: Mnikelo Mbangi

CLOSING DATE: 21 September 2018

NOTE: Directions to candidates: Applications must be submitted on the prescribed application form Z.83, which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. A comprehensive CV and certified copies of educational qualifications, identity document, and driver's license must be attached. Failure to comply with the above may result in immediate disqualification. Short-listed candidates will be subjected to security clearance. 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. The successful incumbent will be required to undergo security vetting and enter into a performance agreement. The Eastern Cape Provincial Administration is an equal opportunity affirmative action employer. Females and disabled persons are encouraged to apply.

MANAGEMENT ECHELON

POST 36/144: HEAD OF THE DEPARTMENT OF HUMAN SETTLEMENTS (REF NO: DHS01/08/2018)

SALARY: All-inclusive remuneration package of R1 446 378 per annum (Level 15) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.

CENTRE: Head Office – Bhisho

REQUIREMENTS: An appropriate undergraduate qualification (NQF level 7) as recognized by SAQA, preferably in a field related to human settlements; and a post graduate qualification (NQF level 8) as recognized by SAQA in management sciences or a field related to human settlements. At least 8 to 10 years’ relevant experience at senior management level (including at least 3 years at the executive management level) preferably within human settlements environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 106 of 1996. Professional registration with a relevant institution as well as experience within the human settlements sector would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose
predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. The knowledge of the relationship between the various tiers of government and civil society as well as the structures and industry requirements for the promotion and facilitation of adequate human settlements development is critical.

Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

**DUTIES**

The successful candidate shall be the Head of Department and Accounting Officer of the Department of Human Settlements and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Facilitating the development of spatially economically viable and socially and environmentally sustainable human settlements. Accelerating delivery in support of improving the quality of living standards and basic services. Ensure the development and implementation of integrated multi-year housing plan. Facilitate the integration of human settlements needs in the social needs departments and other key role player’s plans. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework. Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Human Settlements. Ensuring the creation of an enabling environment for effective service delivery through the mobilization and utilization of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Efficiently managing corporate services in the department.

**ENQUIRIES**

Mr Emmanuel Pahliney / M. Mbangi
Tel No: (040 609 6443)

**PROVINCIAL TREASURY**

The Provincial Treasury in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

**APPLICATIONS**

Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

**FOR ATTENTION**

Ms Bonelwa Ndayi

**CLOSING DATE**

21 September 2018

**NOTE**

Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting.
Results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

OTHER POSTS

POST 36/145: FINANCIAL MANAGEMENT SPECIALISTS: TECHNICAL SUPPORT UNIT
REF NO: PT 01/09/2018 (X2 POSTS)
(Contract)

SALARY: R697 011 - R1 189 338 per annum (Level 11-14). The salary scales applicable to this assignment are as follows (depending on expertise and experience in the field), Contract Period: One year, renewable every year up to three years based on performance (achievement of agreed targets).

CENTRE: Bhisho

REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Finance/Auditing (qualification at NQF level 7) with extensive knowledge and experience in an accounting environment (at least 3 years’ experience at an Assistant Director Level). A Certified Chartered Accountant (SA) qualification or equivalent postgraduate degree in Finance and Auditing as well as active membership in professional bodies like SAICA, etc., coupled with extensive Public Sector Financial Management experience will be an added advantage. Knowledge and Skills: Proven record of Leadership and Strategic capability in managing large and complex environments, innovation and project management capabilities, excellent communication and problem solving skills, project management skills, advanced technological skills (expert/competent on the use of Microsoft Applications), A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers’ licence.

DUTIES: The incumbent will be supporting the Chief Financial Officer (and in some instances act as Chief Financial Officer) in sector departments, public entities and/or municipalities, covering amongst others: Developing and executing financial management and business support strategy on the entity, based on the mandate and in line with the requirements of the Public Finance Management Act (PFMA) and/or Municipal Finance Management Act (MFMA). Exercise managerial oversight in the formulation and implementation of the entity corporate financial governance programme. Provide leadership for effective and sustainable management of the entity’s finance function having due regard of stakeholder requirements. Ensure alignment of functions and business processes as well as acquisitions and utilization of appropriate systems and solutions within Business support functions. Contribute, as part of the Executive Management collective, to the accountability for performance of the entity. Ensure that the entity’s financial management programmes and models meet all statutory and relevant corporate governance conventions and standards. Oversee the implementation of the budgetary controls and ensuring effective internal control systems in the accounting and reporting cycles. Oversee the implementation of the Supply Chain and Asset Management systems.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/146: DEPUTY DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES
(TIAS) REF NO: PT02/09/2018
Purpose: To promote and manage the implementation of Transversal Internal Audit Services in Provincial Departments and Public Entities.

SALARY: R697 011 per annum Level 11

CENTRE: Bhisho

REQUIREMENTS: An appropriate B.Com degree or three year National Diploma in Internal Auditing or Auditing (A relevant post-graduate qualification/ BTech in Internal Auditing or Auditing, CIA, IAT, PIA or Accreditation in QAR will be an added
Monitor compliance with the International Standards for Professional Practice of internal auditing (ISPPF): Manage the review / development of standard Internal Audit and Audit Committee Charters. Provide guidance on development and implementation of charters by departmental Internal Audit units and Audit Committees. Provide recommendations and guidance on implementation of IA Standards by the departments. Determine that all departments have standard strategic documents for effective IA operations. i.e. Charters, Internal Audit Manuals and Internal Audit Methodology. Conduct workshops for Provincial departments on Internal Audit methodology. Provide guidance on development of departments’ 3 year and 1 year Internal Audit Plans. Review provincial departments recommendations whether they are achievable and workable. Report on progress against Internal Audit Plans for departments. Promote the image of internal audit both internally and externally: Provide and ensure sound Internal Audit and Audit Committees in the province. Engage Chief Audit Executives of departments and other relevant stakeholders of emerging issues which places a lot of lateral thinking and analytical abilities during (CAEF) Chief Audit Executive’s Forum. Engage Audit Committee Chairpersons of all departments and other relevant stakeholders on emerging governance issues. Assess the performance of Audit Committees in the province. Monitor and report on the performance of all Internal Audit units and Audit Committees in the province. Provide secretariat duties on the sittings of CAEF and ACCF meetings. Perform specialised audits: Perform the Internal Quality Assurance Reviews for departments. Monitor, advise and report on the implementation of Quality Assurance Improvement Plans. Coordinate the External Quality Assurance Reviews. Ensure that Quality Assurance Reviews reports are finalised and reported to relevant departments timely. Perform Information Communication Technology audits (ICT Audits) in-house as well as manage the ICT Audits conducted by the service providers. Provide inputs into the Terms of Reference for procurement of service providers to conduct Specialised Audits i.e. ICT & Performance Audits. Manage Service Level Agreements of the service providers conducting Specialised Audits. Ensure Specialised Audits reports are completed and reported timely. Monitor Implementation of Recommendations: Monitor department’s Internal Audit Units to produce reliable, accurate and factual reports on internal controls provincially. Facilitate the development of best practice monitoring tools that are suitable for Internal Audit functions. Analyse and provide recommendations on how audit reports should be structured, presented and well populated. Provide technical support and capacity building in provincial departments and entities: Identify key Internal Audit training and capacity building initiatives in respect of topical key areas of the profession and ensure coordination of such training. Provide Continuous Professional Development training for Internal Audit throughout the province. Analyse and workshop departments on service delivery performance areas in the province. Manage performance of subordinates: Ensure optimum performance management of Assistant Directors in line with their job profile & policy of the department.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/147 : DEPUTY DIRECTOR: MUNICIPAL SCM AND ASSET MANAGEMENT: CHRIS HANI DISTRICT: REF NO: PT03/09/2018

SALARY : R697 011 per annum Level 11

CENTRE : Queenstown

REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Accounting / Financial Management or related field coupled with Minimum 5 years experience of which 3 years must have been at middle managerial level (Assistant Director Level) in financial management environment. Previous experience in monitoring or working in Municipal environment is essential. Computer literate. Knowledge and Skills: In-depth understanding of Legislative Framework that Governs the Public Service. In-depth understanding of Supply Chain Management Policies and Prescripts. In-depth understanding and application Municipal Finance Management Act.
Understanding and application of National Treasury Regulations and Circulars.

**DUTIES:**

Provide guidance and support on technical application of accounting standards in compliance with the financial reporting framework as required by the municipal finance management act. Assess and determine the capability and capacity of Municipalities in relation to the implementation of the latest prescribed GRAP Reporting Framework as well as updates on Standards of GRAP and submit inputs for risk based training plan to the Director to improve compliance. Provide training, advice and technical assistance/application on GRAP related issues to municipalities in the district in consultation with National Treasury. Prepare response to improve the quality of financial reporting by conducting research on technical accounting queries / issues raised by municipalities as well as Exposure Drafts as issued by the Accounting Standards Board and submit to the Director. Conduct visits to selected municipalities to assess the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Director with recommendation to improve compliance with the MFMA. Provide report to the supervisor on the analysis and interpretation of Annual Financial Statements to ascertain financial health of municipalities. Monitor MSCOA Implementation Plans of municipalities against set timelines to improve compliance with MSCOA Regulations to ensure alignment with GRAP Standards and Business Processes. Assess, advise and monitor municipalities on the preparation of monthly, quarterly and annual financial statements. Review the analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out Transversal support. Conduct research and co-ordinate the development of Position Papers, on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction. Monitor and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements. Participate in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Coordinate, manage and AFS for a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements. Conduct sessions and provide Financial Standing Procedure Manuals relating to Accounting in consultation with National Treasury. Give guidance and advice to stakeholders on accounting practice compile documents/presentations for discussion on various topics related to accounting on various sessions. Respond to queries raised on accounting issues by providing advice and technical assistance to municipalities. To provide support and control mechanism on issues of compliance to Supply Chain Management (SCM) and Asset Management (AM); Develop analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities for submission to the Director. Conduct analysis of municipal SCM policy against the SCM Model Policy, legislation regulatory framework as well as National Treasury policy and practice notes and against any determined assessment tool ensuring that municipal SCM policy is aligned to current legislation and policy frameworks for SCM. Designing and implementing SCM / moveable asset management training Interventions to develop skill and capacity within municipalities. Assessment of compliance of regulatory framework for supply chain and moveable asset management. Monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury. Conduct research on queries/issues raised on SCM & AM through the help desk by municipalities and prepare response on improving compliance for submission to the Director. Conduct assessment on the functionality of Bid Committees as per developed checklist and provide advice on gaps identified. Participate in supplier open days and supplier developmental initiatives. Monitor mSCOA Implementation Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes. Assess the training needs as support/intervention for municipalities to improve compliance to each district's unique needs and submit inputs for risk based/bespoke training plan to the Director. Evaluate reports and conduct research to improve integrity of data on the financial systems to assist in compliance with SCM regulations. Conduct Budget assessment on the alignment of Service Delivery Budget.
Implementation Plans with Procurement Plans & Infrastructure Plans and provide report to the Director on the recommendations to improve compliance with the MFMA. Monitor Compliance with Financial Assets, Liabilities and Revenue Management: Monitoring financial asset management compliance and compile a report. Provide support and advisory services in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Monitor and facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Provide Support on the Implementation and Management of Risk, Finance, Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Develop Work Plans and Personal Development Plans (PDP’s) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely.

ENQUIRIES:
can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/148:
WEBMASTER: ASSISTANT DIRECTOR LEVEL REF NO: PT04/09/2018
Purpose: To develop and provide the departmental website and intranet support services.
This is a re-advertisement. (Applicants who applied for the post in the previous advert need not to re-apply as their applications will be considered).

SALARY:
R356 289 per annum (Level 09)

CENTRE:
Bhisho

REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Computer Science/ Information Systems/ Information Technology or any related field coupled by Minimum 3 year’s experience in Web Application, Web Development, Programming, Microsoft Visual Studio, #C, Asp.net and Microsoft SQL. Knowledge: Web Application and Website Development. Programming procedures. Data processing requirements. MS Visual Studio, #C, Asp.net, Java, WCF, Reports Designing. MS SQL, MySQL server or other database software. Computer systems, operations equipment, programming languages, programming system analysis and design. Programming procedures and programming languages. Business management systems. Flow charts and Programming logic and codes. Technical instructions. MS Excel.

DUTIES:
Render Support in the Development of Policies and Procedure for the Department: Develop policy for approval Website policies, processes, procedures, standards and guidelines aligned to provincial standards. Implement and maintain approved Website policies, processes and procedures and establish website standards and guidelines. Render Support in the Development of Website and Intranet: Design and implement technological website solutions in accordance with provincial standards. Develop and implement on-going revision and new areas of departmental websites. Ensure adherence agreement with services provider for relevant infrastructure. Implement and maintain website security by performing back-ups and checking files for reliability. Create and maintain departmental intranet sites and sub-sites for Microsoft SharePoint. Research into best-practice and new trends / approaches related to web-design. Perform technical research.
and analytical functions in respect of website technology and recommend changes for improvement to the website. Analyse and manage user feedback, web site statistics and response time and use findings to improve and refine sites. Annually review performance of service providers. Render Support to End Users: Provides SharePoint support to end users. Implement standards and guidelines for content of the websites to support the departmental web services for optimal performance, reliability and availability. Develop training documents and tools for staff in preparing appropriately formatted documents for the websites. Design and Develop Programmes: Perform system analysis and program development on assigned projects. Design and implement application programs from approved functional and technical specifications. Database Maintenance: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Create and Maintain stored procedures. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases (ERD). Application Testing and Quality Assurance: Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly.

ENQUIRIES:
can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/149:
ASSISTANT DIRECTOR: PERSAL TRAINER REF NO: PT05/09/2018
Purpose: To render PERSAL Systems Training to Provincial Departments. This is a re-advertisement. (Applicants who applied for the post in the previous advert need not to re-apply as their applications will be considered).

SALARY:
R356 289 per annum (Level 09)

CENTRE:
Bhisho

REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Information Systems or Human Resource Management or any related field plus Minimum of 3 years experience in PERSAL Training. Certification as a PERSAL trainer will be an added advantage. Skills and Competencies: Computer literacy, Knowledge of key PERSAL functions, Microsoft Office Applications, Communication, Presentation.

DUTIES:
Provide Training Programmes for Persal Transversal System Users: Conduct training needs assessments and analysis to determine skills gaps in the relevant departments. Develop training plans and communicate to all departments. Conduct PERSAL training on all modules within PERSAL for client departments both in Bhisho and in the regions. Set and mark the assessments and collate scores and submit results for review by training manager. Submit monthly and quarterly reports to the Deputy Director on the number of users trained and passed. Maintain the training environment. Coordinate the distribution of certificates. Produce quarterly training statistics. Update the training material for all functional areas and maintain the systems training environment. Mentor and develop Trainers. Provide Training Analysis for Continuous Improvement for Persal Transversal System Training Environment: Maintain standardised attendance registers. Conduct training impact analysis to determine the level of performance in the use of the system at client departments. Produce review of class with regard to level of training by means of a post training evaluation and report accordingly.

ENQUIRIES:
can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/150:
SENIOR SOFTWARE DEVELOPER(S): ICT REF NO: PT06/09/2018 (X2 POSTS)
Purpose: To facilitate the provision of programming support services to Information Communications Technology in terms of designing, developing programmes, reports, documentation and instructions for computer operation. (One year contract)

SALARY:
R356 289 per annum (Level 09)

CENTRE:
Bhisho

REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised
university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Systems / Computer Science / Information Technology or any related field coupled with Minimum 3 year’s experience in Programming Web Application, using Microsoft Visual Studio, C#, Asp.net with at least one year in Microsoft SQL.

**DUTIES**

Design and Develop Programmes: Perform system analysis and program development on assigned projects. Determine data needs, appropriate hardware and software, and operating instruction procedure. Consolidate documentation of program development and revisions. Design and implement application programs from approved functional and technical specifications. Accurately gather all relevant information from current existing systems in order to inform integration of overall systems. Database Maintenance: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Advises standards pertaining to the Data Base and Data Base Control and Recovery Concepts. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases (ERD). Render Support Services to Users: Consult with and provide assistance, information, and training for administrator system users. Provision of reports as per user requirements. Documentation of instructions for computer operation. Application testing and quality assurance: Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly. Set-up and manage continuous data integration.

**ENQUIRIES**

can be directed to Ms B Ndayi Tel No: 040 1010 072/071

**POST 36/151**

**PERSAL SUPPORT AND ADMINISTRATION: REF NO: PT08/09/2018 (X1 POST)**

Purpose: Act as user type 2 for three centralised departments and also support the user type1 in the carrying out of his duties. (Fixed Term Contract of 12 Months)

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Bhisho

**REQUIREMENTS**

A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Public Administration or relevant field. Knowledge of PERSAL system Copy of PERSAL course(s) must be attached. At least 2 years’ experience in an HR environment. Knowledge of regulations related to Human Resource Management.

**DUTIES**

Perform User Account management of the users in your assigned departments (user type 3) and monitor compliance to the PERSAL Instruction Note. Liaise with your assigned departmental PERSAL system co-ordinators on user account matters, PERSAL reports and any relevant PERSAL issues. Monitor the responsible use of PERSAL users in your assigned departments and escalate any exceptions to the instruction note. Initiate PERSAL notices for the PERSAL system and bring important messages to the attention of management and departments. Review compliance of departments with applicable Provincial and National circulars. Manage the opening and closing of centralised PERSAL codes and also register and recommend SCC’s for the centralised departments. Manage the life cycle of users in the departments (from registration to deregistration) and also manage the allocation of functions. Monitor the effective use of PERSAL system and act as PERSAL advisor in the departments. Provide administrative support to the PERSAL Forums. Provide solutions to all logged calls within the agreed timeframes as per the Service Charter. Support the PERSAL Clean Up – and the NMIR Project through monitoring departmental progress by reviewing standard exception reports. Prepare monthly report on status of PERSAL clean-up and NMIR. Produce critical monthly, weekly, and ad hoc business intelligence / financial reports for decision making.

**ENQUIRIES**

can be directed to Ms B Ndayi Tel No: 040 1010 072/071
POST 36/152 : PERSAL APPOINTMENT AUTHORISER: PERSAL CENTRALISATION
REF NO: PT09/09/2018 (X1 POST)
Purpose: Implementation of PERSAL Centralisation in relation to authorization of appointments processed by Provincial government departments.
(One Year Contract)

SALARY : R242 475 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management / Public Admin / Public Management / Finance / IT with 2 year’s experience in Human Resource Management environment or systems. Understanding of Treasury environment and budget controls will be an added advantage. Knowledge of PERSAL system. Copy of PERSAL certificate(s) must be attached. Skills: Knowledge of Human Resource Management prescripts and legislation and PERSAL. Project Management, Analytical thinking, Decision Making, Planning and Organising. People Management, Good Communication Skills (verbal & written). Computer Literate.

DUTIES : Support Departments with the Implementation Of Appointments: Receive appointment files from various departments. Verify supporting documents for appointment on files received. Prepare receipt register for record purposes. Confirm Availability of Funds for Appointments: Process submission to Budget Office for budget/funds verification. Make a follow-up with Budget office on the submission made to determine the availability of funds for appointments. Authorize Appointments on Persal System: Verify if appointment details are correctly captured on PERSAL. Authorize appointment transaction on PERSAL. Stamp verified documents during authorization. Render Administrative Support Services on Compilation of Statistics: Compile and submit weekly statistics of all authorized and rejected appointments.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/153 : ADMIN OFFICER: HUMAN RESOURCE ADMINISTRATION REF NO: PT10/09/2018
Purpose: To render administrative and office support services to the Human Resource Administration Services, Organisational Development and Human Resource Planning Directorate.

SALARY : R242 475 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration any other related qualification coupled with a Minimum of two years experience in administration environment. Computer literacy. Knowledge of PERSAL will be an added advantage.

DUTIES : Render the Implementation of Employee Service Benefits: Facilitate the timeous processing of applications and payment of employee service benefits on termination of service e.g. housing allowances, long service recognitions, pensions and leave gratuities. Process termination of service on PERSAL. Verify calculations for S & T’s and quality check all documentation. Administer Leave Matters: Conduct quarterly leave reconciliations and compile a report. Capture / approve leave advices on PERSAL, audit leave credits and amend leave accruals. Render advice to all departmental employees on leave matters. Captures / approve leave discounting and gratuity on PERSAL. Render Administrative Support Services to the Human Resource Administration Services Directorate: Ensure effective flow of information and documents from and to the office of the Directorate. Coordinate Directorate reports i.e. Monthly and Quarterly Reports, Management Reports, Scrutinise routine submissions / reports and make notes for the Director. Respond to enquiries received internal and from external stakeholders. Draft documents as required. Collects, analyse and collates information as requested. Coordinate travel arrangements for the Directorate. Manage leave register for the Directorate. Administer procurement of standard items (stationery & refreshments) for the Directorate. Obtain necessary signatures on documents pertaining to the Directorate. Provide Secretariat
Support Services to the Directorate: Collects and compiles necessary documents for the Directorate meetings. Record minutes and circulate to all relevant role players, and make follow-up on progress made. Prepare briefings notes for the Director as required. Coordinate logistical arrangement for the Directorate meetings. Provide Financial Administration Support Services for the Directorate: Collects and coordinate all documents related to the Directorate’s budget. Assist the Directorate in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alert Director of possible over – and under spending. Check and collates BAS reports, and ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the Director and compile draft memo for this purpose.

ENQUIRIES: can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/154: ADMIN OFFICER: FINANCIAL ASSET MANAGEMENT REF NO: PT11/09/2018
Purpose: To render office administrative and management support services to Financial Asset Management Directorate.

SALARY: R242 475 per annum (Level 07)

CENTRE: Bhisho

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration/ Public Administration or any other related qualification coupled with a Minimum of two years experience in an administration environment.

DUTIES: Render Administrative and Management Support Services to the Directorate: Administratively manage, organise and coordinate activities to ensure seamless flow of information within the directorate. Screen incoming and outgoing correspondence in the Directorate. Scrutinise routing submissions, reports and prepare notes for Director. Prioritise matters within the office of the Director. Circulate correspondence to relevant offices as and when required. Draft on instruction correspondence for the Directorate. Keep safe and regularly back-up all documentation and electronic correspondence in the office of the Director in line with the approved File Plan, and relevant legislation and policies. Administer attendance register, leave register, payroll slips and telephone accounts for the Directorate. Make follow-ups on outstanding reports. Develop and maintain record management system in the Director’s office. Facilitate the travel and accommodation in the office of the Director and process S&T claims. Draft documents or reports as and when required for the Directorate. Facilitate the procurement of standard items for the office of the Director. Undertake ad-hoc administrative duties such as photocopying, faxing, scanning etc. for the directorate. Ensure that office equipment is in good working order. Coordinate Reports within the Directorate: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Directorate. Make follow ups on outstanding reports and prepare report for submission to the Director. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Directorate. Administer Budget Processes and Planning within the Directorate: Provide inputs in the budget planning of Directorate. Consolidate budget forms for the Directorate. Develop and implement Procurement Plan according to 12 months projections. Monitor proper utilisation of the budget according to monthly projections. Keep records of expenditure commitments, monitor expenditure by means of checking BAS reports and alert the Directorates of possible over – and under spending. Compile the Directorate’s monthly In-Year Monitoring Reports. Prepare and make presentation on the spending of budget of the Directorate on monthly meetings. Identify the need to move funds between items, consult with the heads of Directorates and compile draft memo for this purpose. Make follow-ups on progress of supplier payments to avoid accruals. Manage Area of Responsibility: Prepare progress reports on compliance matters and submit reports to internal and external stakeholders. Determine most effective procedures and methods and render advice relating organisational efficiency to achieve organisational goals. Maintain high standards by ensuring that the team / section produces excellent work in terms
of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timeously, Manage daily and enforce timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

POST 36/155 : PROVISIONING ADMIN CLERK: REF NO: PT07/09/2018
Purpose: To render administrative support in the provisioning of Asset & Fleet Management Services in the Department.

SALARY : R163 563 per annum Level 05

CENTRE : Bhisho

REQUIREMENTS : Matric/ Grade 12 coupled with a Minimum of 1 year experience in Asset Management environment. Tertiary qualification in Commerce/Supply Chain Management / Procurement / Logistics or any related will be an added advantage. Certificate of BAS and LOGIS is essential. Skills: Movable Asset Management, Procedure on internal and external transfers of assets. Physical verification, Disposal procedure, Safeguarding, Theft and Losses management. Techniques and practices of asset verification accounting. Reconciliation, Asset management framework.

DUTIES : Assist In the Provisioning of Asset and Fleet Management Services in the Department: Maintain and update departmental asset register. Perform stock counting, verification and evaluation of departmental assets. Ensure marking and bar-coding of all new assets in the Department. Identify and report redundant, broken obsolete assets that are due for disposal. Render Asset Management Clerical Support: Compile and maintain records (e.g asset records / databases), Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Assist in Conducting of Asset Needs Assessment, Acquisition Management, Operational and Disposal Plans: Render support in identification of asset needs assessment, acquisition management, operational and disposal plans. Facilitate the development and alignment of disposal plans with departmental budget. Assist in the implementation of annual asset acquisition. Assist with the implementation of policies and procedures to minimize risks of losses and promotion of effective management of departmental assets.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071
APPLICATIONS: Applications must be delivered or posted to: Physical address: 26th Loveday Street, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.

CLOSING DATE: 21 September 2018

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

OTHER POSTS

POST 36/156: CHIEF CIVIL/STRUCTURAL ENGINEER GRADE A REF NO: HO2018/09/01 (X2 POSTS)
Directorate: Infrastructure Delivery Management

SALARY: R991 281 - R1 133 427 per annum all-inclusive package (The Department will award a higher salary depending on the expertise of the applicant)

CENTRE: Head Office, Johannesburg

REQUIREMENTS:
Degree in Engineering. Other Requirements: Registered as a Professional Engineer with ECSA. [Civil/Structural Engineer] Six years’ experience post qualification. Valid Drivers’ License. Computer literate.

DUTIES:

ENQUIRIES: Ms. Ntendeleni Radzilani Tel No: 011 843 6540

POST 36/157: DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGEMENT (CIVIL/STRUCTURAL ENGINEERING) REF NO: HO2018/09/02
Directorate: Infrastructure Delivery Management

SALARY: R826 053 per annum of which a portion could be structured within applicable rules, according to the individual’s needs. The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE: Head Office, Johannesburg

REQUIREMENTS:
Degree or Equivalent in Civil/Structural Engineering. Other requirements: Five years’ experience post qualification. Valid Drivers’ License. Computer literate.

DUTIES:
Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of...
Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations.

ENQUIRIES : Ms. Ntendeleni Radzilani Tel No: 011 843 6540

POST 36/158 : DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGER (ARCHITECTURAL) REF NO: HO2018/09/03
Directorate: Infrastructure Delivery Management

SALARY : R826 053 per annum all-inclusive package of which a portion could be structured within applicable rules, according to the individual’s needs. The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE : Head Office, Johannesburg

REQUIREMENTS : Degree or Equivalent in Architectural Studies. Other requirements: Five years’ experience post qualification. Valid Drivers’ License. Computer literate.

DUTIES : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Manage payments against approved budgets. Manage cash flow projects and commitments register. Conduct site visits and prepare progress reports. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Prepare credible information on all infrastructure projects and programmes as well as updating of the Infrastructure Reporting Model. Contribute to annual infrastructure evaluation of projects and programmes as well as post occupation evaluations.

ENQUIRIES : Ms. Ntendeleni Radzilani Tel No: 011 843 6540

POST 36/159 : EDUCATION PSYCHOLOGIST GRADE 1 REF NO: HO2018/09/05 (X2 POSTS)
Directorate: Inclusion and Special Schools

SALARY : R674 892 –R745 512 p er annum (All-inclusive remuneration package)

CENTRE : Head Office, Johannesburg

REQUIREMENTS : Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as Psychologist. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The job involves travelling and therefore a valid driver’s license is a requirement. The applicant must have advanced computer skills.

DUTIES : As a member of the transversal team, the incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability; the incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of therapeutic and psychosocial intervention to learners and families; monitoring and reporting on these learners’ progress; training caregivers on learning programme for LSPID; monitoring and reporting caregivers’ implementation of the learning programme for LSPID; training and supporting teachers, on learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided;
Incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES: Ms. Palesa Mabusela Tel No: 060 997 2818

POST 36/160: CHIEF EDUCATION THERAPIST; SPEECH THERAPIST (GRADE 1 & 2)
REF NO: HO2018/09/04
2 Year Fixed Term Contract
Directorate: Inclusion and Special Schools

SALARY: R440 982 – R559 611 per annum plus 37% benefit
CENTRE: Head Office, Johannesburg
REQUIREMENTS:
Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as a Speech and Hearing Therapist. They should be registered with the South African Council of Educators (SACE) have knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver’s licence is a requirement. The applicant must have advanced computer skills.

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

ENQUIRIES: Ms. Palesa Mabusela: Tel No: 060 997 2818

POST 36/161: CHIEF WORKS INSPECTOR: ELECTRICAL
REF NO: HO2018/09/06 (X3 POSTS)
Directorate: Maintenance

SALARY: R299 709 per annum (Level 08)
CENTRE: Head Office, Johannesburg
REQUIREMENTS:
National Diploma in Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years’ experience post qualification. Valid Drivers’ License. Computer literate.

DUTIES:
Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances

ENQUIRIES: Ms. Ntendeleni Radzilani Tel No: 011 843 6540

POST 36/162: CHIEF WORKS INSPECTOR: BUILDING
REF NO: HO2018/09/07 (X5 POSTS)
Directorate: Maintenance

SALARY: R299 709 per annum (Level 08)
CENTRE: Head Office, Johannesburg
REQUIREMENTS:
National Diploma in Building or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years’ experience post qualification. Valid Drivers’ License. Computer literate.
**DUTIES**

**ENQUIRIES**
Ms. Ntendeleni Radzilani: Tel No: 011 843 6540

**DEPARTMENT OF HEALTH**

**ENQUIRIES:**
Ms. Ntendeleni Radzilani: Tel No: 011 843 6540

**DEPARTMENT OF HEALTH**

**ERRORATUM:** Kindly note that the post of Assistant Director: Finance with Ref No: REFS/003136 (For Jubilee Hospital) advertised in vacancy circular 35 dated 31 August 2018 has been withdrawn.

**OTHER POSTS**

**POST 36/163**

**HEAD CLINICAL DEPARTMENT (DENTAL) GRADE 1 REF NO: HCD-D-GR1/09/2018**

**Directorate:** Oral Pathology

**SALARY**
Grade 1: R2,054,577 per annum

**CENTRE**
Medunsa Oral Health Centre

**REQUIREMENTS**
Registration with the HPCSA as Dental Specialist in Oral Pathology. A minimum of 3 years appropriate experience in Oral Pathology after the registration with HPCSA as a Dental Specialist. PhD will be an added advantage. Understanding of and proven record of teaching and the development of undergraduate and postgraduate curricula. Good and proven research track record including record of publications in recognized journals and supervision of postgraduate students. Proven administrative and management skills. Excellent interpersonal and communication skills. Additional: The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

**DUTIES**
General management and administration of the specialty department. Supervision and effective utilization of professional staff. General Service rendering to patients in the discipline. Research and research supervision. Education and training of undergraduate and postgraduate students. Assist in the implementation of GDoH policies and programmes. Participate in cluster activities. Head Clinical Department should be a catalyst for transformation and grow the national and international standing of the Department and the school.

**APPLICATIONS**
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

**CLOSING DATE**
21 September 2018

**POST 36/164**

**DENTIST GRADE 2 REF NO: DE-GR2/09/2018**

**Directorate:** Operative Dentistry

**SALARY**
Grade 2: R892,551 per annum

**CENTRE**
Medunsa Oral Health Centre

**REQUIREMENTS**
BDS, BChD or equivalent degree. HPCSA registration as a dentist. Minimum of 7 years appropriate experience after registration with the HPCSA as a Dentist. Demonstrate special interest in Paediatric dentistry. Experience in conscious sedation. Postgraduate diploma in Paedodontics or Inceptive Orthodontics. A Master’s degree in Paediatric Dentistry and/or research publications in the field will be added advantage.

**DUTIES**
Anchoring Paediatric Unit in the department of Operative Dentistry. Responsible teaching and training of undergraduate students in Paedodontics (Lecturers and Clinical supervision), research, treating Paedodontics patients in the dental chair (with or without conscious sedation) and in the theatre under general Anaesthesia. Collaborate with the department of Orthodontics on interceptive Service rendering to patients visiting the MOHC (careline emergencies, diagnostics and Saturday duties).

**APPLICATIONS**
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

CLOSING DATE : 21 September 2018

POST 36/165 : DEPUTY DIRECTOR MANAGER NURSING REF NO: DD-MN/09/2018
Directorate: Nursing

SALARY : R801 918 per annum
CENTRE : Thelle Mogoerane Hospital

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification. Registration with the South African Nursing Council as Professional Nurse. A minimum of Nine years appropriate/recognizable experience in nursing after Registration with SANC in general nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge and skills: Understanding the application of the relevant statutes and policies governing Public Service, nursing profession and corporate governance. Understanding of Performance Management Development System. Understanding of Strategic Planning. Knowledge of PFMA and Treasury Regulations. Understanding the Application of Batho Pele Principles, Patient’s right charter and quality Assurance system. Understanding of managing workplace discipline, well developed communication, presentation, negotiations and research skills. Understanding of hospital indicators.

DUTIES : Provide leadership in nursing services, in inpatient care, outpatient Chronic inpatient and outpatient services. Implement Batho Pele Principles, patient’s rights charter and quality assurance programme. Manage development, implementation and updating of policy guidelines in the nursing section. Ensure effective management of resources. Promote care for ethics and professionalism.

APPLICATIONS : 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 : Dr C.N. Mqhayi - Mbambo Tel No: (011) 590 0298
CLOSING DATE : 21 September 2018

POST 36/166 : OPERATIONAL MANAGER NURSING (MOU) REF NO: OMPN-MOU-KWA-THEMA-CHC/09/2018
Directorate: Primary Health Care

SALARY : R532 449 – R599 274 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (Kwa –Thema CHC)

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) as Professional Nurse plus a post basic nursing qualification (Advanced Midwifery and Neonatal Nursing Science), 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 (Advanced Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver’s licence is essential. 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.

ENQUIRIES : Ms T. Moeketsi Tel No: (011) 737 - 9246
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400

FOR ATTENTION: Human Resource Manager

NOTE: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 21 September 2018

POST 36/167: OPERATIONAL MANAGER NURSING (MOU) REF NO: OMN-MOU-PHILLIP MOYO-CHC/09/2018

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

CENTRE: Ekurhuleni Health District (Phillip Moyo CHC)

REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) as Professional Nurse plus a post basic nursing qualification (Advanced Midwifery and Neonatal Nursing Science), 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 (Advanced Midwifery and Neonatal Nursing Science). Computer literacy. A valid Driver’s licence is essential. 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.

ENQUIRIES: Ms N.M Xaba Tel No: (011) 426 4901/4974

APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager

NOTE: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 21 September 2018

POST 36/168: ALLIED HEALTH MANAGER REF NO: AHM-GR1/09/2018 (X1 POST)

SALARY: Grade 1: R459 558 per annum

CENTRE: Bheki Mlangeni Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA in the relevant profession. A minimum of ten (10) years’ experience after registration with HPCSA of which five (5) years must be experience in management level. Must be currently registered with HPCSA in the relevant profession. Relevant experience in HR (Human Resource) and financial management. Demonstrate the ability to use health information for planning. The applicant must possess the ability to work under pressure. Ability to lead a team to implement a strategy in daily operations to achieve outcomes set. Good communications, report writing and problem-solving skills. The applicant must have knowledge in the relevant policies, protocols and guidelines. Be able to demonstrate...
knowledge in Primary Health Care Community Rehabilitation Services. Computer literacy and must be proactive, innovative and an independent leader. A valid driver’s license is essential.

**DUTIES**

Provide leadership at Bheki Mlangeni District Hospital and Allied Services. Give input into formulation and the review of national and provincial legislation and ensure the services including risk management. Monitor utilization of financial resources. Ensure comprehensive HR management and effective development of staff. Coordinate and ensure health promotion, prevention and community intervention activities are rendered in the District. Ensure continuous professional development activities implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Performs all other duties delegated by Supervisor/Manager.

**APPLICATIONS**

Applications must be submitted to: HR Department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868

**ENQUIRIES**

Dr. I Molatlhegi Tel No: (011) 241 5793

**CLOSING DATE**

21 September 2018

**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**

21 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 (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 POSTS**

**POST 36/169**

**DEPUTY DIRECTOR: PROVINCIAL SUPPLY MANAGEMENT**

Directorate: Policy, Norms and Standards

**SALARY**

R697 011 per annum, (All-inclusive package)

**CENTRE**

Johannesburg

**REQUIREMENTS**

3 year tertiary qualification in Supply Chain Management/Finance/Commerce/Public Management or equivalent NQF 7 (as recognised by SAQA) 3-5 years’ experience in Supply Chain Management with extensive knowledge of relevant laws and regulations. 3-5 years’ experience in team management/supervision.
DUTIES: To develop and roll out SCM policies, norms and standards in Gauteng Departments, Entities and delegated Municipalities. Ensure implementation of supply chain management reforms. Exercise an oversight role and support to these institutions. Monitor and report on compliance with PFMA, MFMA and all related SCM legislation by these institutions. Provide technical assistance and training on SCM in all provincial institutions.

ENQUIRIES: Ms Bulelwa Mtshizana Tel No: 011 227 9000

POST 36/170: ASSISTANT DIRECTOR: CORPORATE PERFORMANCE MONITORING & REPORTING
Directorate: Corporate Performance Monitoring & Evaluation

SALARY: R356 289 (Plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: 3-year tertiary qualification in public administration, monitoring & evaluation or quality management. Minimum 3 – 5 years’ relevant experience relating to public administration, with experience in either performance monitoring and evaluation or quality management. Report writing skills, Good communication skills, Presentation skills, Team work. Knowledge of logical framework approach and other strategic planning approaches. Facilitation of M&E quality assurance and information workshops. Data and information analysis and reporting to stakeholders. Experience of working under pressure of multiple deadlines.

DUTIES: Assist the development of monitoring and reporting systems of the Department. Facilitate monitoring of departmental performance. Coordinate submission of performance reports by programmes and to stakeholders. Implement systems for effective management of performance information. Review submitted portfolio of evidence for reported performance. Presentation of reports and facilitation of M&E workshops. Provide administrative support for the Directorate. Conduct evaluations as may be required.

ENQUIRIES: Ms Bulelwa Mtshizana Tel No: 011 227 9000

POST 36/171: ASSISTANT DIRECTOR: RISK MANAGEMENT
Directorate: Strategy Management

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

REQUIREMENTS: A three-year tertiary qualification, in Accounting or Risk Management. 3 – 5 years’ experience in Risk Management. Good planning and organizing skills, interpersonal relations and analytical skills. Good verbal and written communication skills. Good grasp of the Public Finance Management Act and Treasury Regulations.

DUTIES: Assist in the implementation of the departmental risk and ethics management plans. Co-facilitate Operational Risk Assessments and Business Impact Analysis workshops. Develop risk mitigation strategies to address departmental risk in a coordinated manner. Conduct extensive risk and ethics awareness programmes within the GPT units. Provide timely and accurate management information reports as required by IRM stakeholders. Provide secretariat functions to the Risk and Ethics Management Committee. Maintain updated risk profiles of the GPT units on Barn-owl.

ENQUIRIES: Ms Bulelwa Mtshizana Tel No: 011 227 9000

POST 36/172: ASSISTANT DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT
Directorate: Policy, Norms & Standards

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

REQUIREMENTS: An appropriate tertiary qualification in Supply Chain Management/ Finance/ Commerce/ Public Management or equivalent NQF level 7. 3-5 years’ practical experience in Supply Chain Management with extensive knowledge of relevant laws and regulations.

DUTIES: Review and update SCM policies, norms and standards for implementation by provincial departments, entities and municipalities as well as communicate and disseminate SCM reforms to these institutions. Monitor and report on the implementation and compliance of the Supply Chain Management Legislative framework (Policies, Acts, Regulations, prescripts) in these institutions.
Provide SCM technical assistance and training to provincial departments, entities and municipalities.

ENQUIRIES : Ms Bulelwa Mtshizana Tel No: 011 227 9000
ANNEXURE P

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.

APPLICATIONS: Applications to be posted to: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or hand delivered to: 330 Langalibalele Street, Pietermaritzburg

FOR ATTENTION: Mr LA Nyilenda

CLOSING DATE: 21 September 2018 (Applications received after this date will not be accepted).

NOTE: Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates.

OTHER POSTS

POST 36/173: BUDGET ANALYST REF NO: 1/2018 (F) (X4 POSTS)
Chief Directorate: Finance
Directorate: Budget Control and Planning

SALARY: R356 289 per annum
CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a National Diploma or NQF level 6 in Financial Accounting / Financial Management coupled with 3 years’ experience in Provincial or National Government finance and budgeting. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Knowledge of Provincial or National Government budgetary processes, PFMA as well as other relevant legislations, Knowledge of policy analysis and project management, Planning and team development skills, Decision making and problem solving skills, Financial management and analytical skills, Ability to draw, interpret and reconcile BAS and PERSAL reports, Presentation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid Drivers License.

DUTIES: The successful candidate will be required to provide budget control services with the following key responsibilities: Revise cash flow and complete in-year monitoring schedule each month, Provide a ministerial monthly variance schedule for the relevant programme, Analyze budget of a programme and identify potential savings, varmints and rollovers, Analyze and verify input for all exercises throughout the budget process, Support and advice programme managers and line function management on budget related issues, Develop and implement proper control measures for the effective and efficient utilization of the budget in the department, Manage the training and development of staff under his/her control.

ENQUIRIES: Ms APN Madlala at 033 395 3085

POST 36/174: ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 2/2018 (F)
Directorate: Supply Chain Management

SALARY: R356 289 per annum
CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a National Diploma or NQF level 6 in Supply Chain Management coupled with 3 years’ experience in supply chain management environment. Experience in working with Central Supplier Database System and BAS will be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge of PFMA, Treasury Regulations, SCM and other relevant regulations, Sound knowledge of Broad Based Black Economic Empowerment legislation and policies, Functional knowledge of preferential procurement and demand management, Knowledge of procurement systems and demand management, Sound knowledge of markets/suppliers, Decision
DUTIES

The successful candidate will be required to provide and administer demand management services with the following key responsibilities: Facilitate procurement planning process, Monitor and evaluate the demand management cycle. Undertake market research, Establish, monitor and report on preferential procurement objectives, Ensure supplier performance and risk management of suppliers, Staff management and supervision.

ENQUIRIES

Ms APN Madialala at 033 395 3085

DEPARTMENT OF EDUCATION

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

APPLICATIONS

Applications should be sent by post addressed to The Director: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritz Street, Pietermaritzburg, 3201

FOR ATTENTION

Ms PS. Mthembu

CLOSING DATE

21 September 2018 AT 16H30

NOTE

Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Preference will be given to persons from designated groups including persons with disabilities. Directive to Applicants: Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications and RSA ID document, as well as a valid driver’s license. Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No faxed applications will be considered. Note: The filling of the post will be done in terms of the Department’s approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Appointment to all these posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subject 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 Committee 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 Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

POST 36/175

DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: DOE/50/2018

SALARY

R1 446 378 per annum (Level 15) (All-inclusive package to be structured in line with rules for SMS).

CENTRE

Head Office, Pietermaritzburg

REQUIREMENTS

An appropriate undergraduate qualification and an appropriate post graduate qualification (NQF Level 8) coupled with a minimum of eight (8) years’ experience at a senior managerial level. Competencies: Demonstrate strategic management and leadership skills in the candidate’s current area of work. Sound knowledge of current educational issues and challenges, ie. Policy and implementation. Proven record in transforming large organizations/institutions. Well developed and proven analytical thinking and problem solving skills. A very strong large scale Project and Programme Management background. A clean record in managing large sums of funds in terms of the PFMA and
related prescripts. An excellent team player with good communication and interpersonal skills. Ability to work at inter-governmental and inter-departmental levels at various spheres of government. Demonstrate ability to implement plans successfully and a demonstrated service delivery orientation. The Kwa-Zulu Natal Department of Education is looking for an innovative executive who is committed to service delivery to be part of its Top Management Team. Such an individual must possess and demonstrate attributes at an advanced and expert level of proficiency as follows: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

**DUTIES**

Ensure an Integrated HR Planning process for the Department. Ensure ongoing organizational development. Ensure that sound policies and systems pertaining to all human resource management services are developed and implemented in the Department. Represent the Department at Public Accounts Portfolio Committees as well as the National HRM Forum at the DPSA. Serve as a member of the Top Management Committee of the Head of Department. Monitor the attainment and sustainability of performance standards as per organizational goals. Ensure fair, unbiased and uniform interpretation of policies and guidelines relating to education. Determine budgets for each chief directorate within the Human Resources and Administrative services branch. Advise the HOD on matters of policy and practice of HR and Administrative services. Promote sound labour relations. Manage and control salaries in the Department. Develop human skills through training and development. Ensure that high quality human resource management and administrative services is rendered to the Department.

**ENQUIRIES**

Dr E.V Nzama - Tel No: 033 392 1054/1051

**POST 36/176**

DEPUTY DIRECTOR-GENERAL: CURRICULUM MANAGEMENT REF NO: DOE/51/2018

**SALARY**

R1 446 378 per annum (Level 15) (All-inclusive package to be structured in line with rules for SMS).

**CENTRE**

Head Office, Pietermaritzburg

**REQUIREMENTS**

An appropriate undergraduate qualification and an appropriate post graduate qualification (NQF Level 8) coupled with a minimum of eight (8) years' experience at a senior managerial level. Competencies: Demonstrate strategic management and leadership skills in the candidate's current area of work. Sound knowledge of current educational issues and challenges, ie. Policy and implementation. Proven record in transforming large organizations/institutions. Well developed and proven analytical thinking and problem solving skills. A very strong large scale Project and Programme Management background. A clean record in managing large sums of funds in terms of the PFMA and related prescripts. An excellent team player with good communication and interpersonal skills. Ability to work at inter-governmental and inter-departmental levels at various spheres of government. Demonstrate ability to implement plans successfully and a demonstrated service delivery orientation. The Kwa-Zulu Natal Department of Education is looking for an innovative executive who is committed to service delivery to be part of its Top Management Team. Such an individual must possess and demonstrate attributes at an advanced and expert level of proficiency as follows: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

**DUTIES**

Provide strategic direction and leadership to the Branch Curriculum Management and Delivery of the Department which is responsible for curriculum delivery for all phases and teaching and learning, Examinations and Assessments and the professional development of teachers. Serve as a member of the Top Management Committee of the Head of Department. Design education programmes/curricula offered by the Department and plan for the curriculum support to schools to facilitate the National Curriculum Statement. Administer the Early Childhood Developmental (ECD) and Adult Basic Education and Training (ABET) programmes. Monitor the provision of
Learning and Teaching Support Material (LTSM) to educational institutions. Manage the provision of examinations and assessments in the Department. Oversee the teacher development programmes, quality assurance, governance and management services. Manage the provision of Education Library, Information and Technology Services (ELITS) and special intervention programmes to improve teaching in Mathematics, Science and Technology (E-Education). Manage the resources within the Branch.

**ENQUIRIES**
Dr E.V. Nzama - Tel No: 033 392 1054/1051

**POST 36/177**
CHIEF DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT

**SALARY**
R1 189 338 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS).

**CENTRE**
Head Office, Pietermaritzburg

**REQUIREMENTS**

**DUTIES**
Oversee the provision of executive administrative support to the Head of Department. Manage the promotion and facilitation of inter-and intra-governmental relations. Oversee the implementation of cluster collaborative agreements. Coordinate the provision of internal audit and risk management services. Develop and manage communication systems and administrative instruments to ensure effective communication and co-ordination between the Office of the HOD, the Department and the Legislature. Manage the resources of the component.

**ENQUIRIES**
Dr E.V. Nzama - Tel No: 033 392 1054/1051

**POST 36/178**
CHIEF DIRECTOR: OPERATIONS MANAGEMENT

**SALARY**
R1 189 338 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS).

**CENTRE**
Head Office, Pietermaritzburg

**REQUIREMENTS**
An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a senior managerial level. Competencies: Knowledge of PFMA, Public Service Act, Employment of Educator’s Act and other relevant prescripts and legislations. Good presentation skills. Analytical thinking. Research and Report Writing skills. Financial Management, Policy Formulation and Project Management. Computer Literacy (MS Word, Excel, Access, Powerpoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver’s licence.

**DUTIES**
Provide strategic leadership, administration, management and governance support of the 12 Education Districts and all institutions therein. Manage the performance standards for the 12 Districts. Ensure the establishment and maintenance of accountability systems in Districts and Circuits in support of curriculum delivery/assessment and teaching and learning in all institutions. Provision of education opportunities and access to education. Management of School Functionality Programmes, District Improvement Plans and intervention programmes in the Districts. Support the implementation of the Transformation of the Schooling System. Exercise Financial Management as Responsibility Manager. Maintain a co-operative working relationship with the Chief Directorates of the Branch Institutional Development Support and the Branches, Curriculum, Finance and Corporate Management. Manage the resources of the Chief Directorate.

**ENQUIRIES**
Ms N.J. Dlamini - Tel No: 033 392 1012
POST 36/179 : DIRECTOR: INCLUSIVE EDUCATION REF NO: DOE/54/2018

SALARY : R1 005 063 per annum (Level 13) (All inclusive package to be structured in line with rules for SMS).

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a middle/senior managerial level.

SACE Registration. Competencies: Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Knowledge and understanding of education legislation and policies. Ability to take initiative, work under pressure and problem-solving skills. Experience in coordinating Inclusive Education programmes. Support of learners with disabilities and implement disability grants. Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid driver’s licence.

DUTIES : The incumbent will collaborate with other Directorates, Government Departments, Disability sector and NGO’s, Legislature, National Department of Education and Private Sector. Develop and implement policy, guidelines and standards for the delivery of Inclusive Education. Promote Inclusive Education across the Province. Coordinate the delivery of Inclusive Education key drivers in Special Schools; Special Schools as Resource Centers; Full Service and Inclusive Schools. Develop and maintain District Support Teams. Manage budget in Programme 1, Programme 2, Programme 4 and a Conditional Grant for Learners with Severe to Profound Intellectual Disabilities. Monitor and evaluate the effectiveness of Inclusive Education programmes. Participate in the implementation of the strategic and operational plan of the Directorate and Chief Directorate.

ENQUIRIES : Ms T.P.J. Khoza - Tel No: 033 392 1086

POST 36/180 : DIRECTOR: RESOURCE PLANNING REF NO: DOE/55/2018

SALARY : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : A Bachelor’s degree or equivalent qualification coupled with a minimum of five (5) years’ managerial experience at a middle/senior managerial level in leading teams and institutional support and development of intervention strategies aimed at improving service delivery. Competencies: Knowledge of National Education Policy Act, South African Schools Act, Public Service Act 1994, Employment Act, Public Service Regulations, Public Finance Management Act, and other relevant prescripts. Good management, organizing, planning, presentation and report writing skills. Advanced computer literacy (MS Word, Excel, Access and PowerPoint). Strong verbal and written communication skills; strategic leadership and analytical skills; skills in data analysis and interpretation; advanced skills in financial management; interpersonal skills; problem solving and project management skills; a valid driver’s licence.

DUTIES : Budget allocation to public schools, special needs schools, full service schools, Grade R, and plan funding subsidies to public schools to affiliate to Association of School Governing Bodies. Use of provincial data systems to guide provincial planning and school allocation. Manage the allocation of Section 21 functions; assessment of new SGB capacity, monitoring of compliance of both Section 21 and Non Section 21 Schools with SASA and NNSSF. Use of provincial data to guide school planning and budgeting; manage the analysis of Audited Annual Financial Statements; manage the expenditure reporting. Overall management of the process to pay compensations for exemptions; manage allocation of subsidies to independent schools and monitor utilization. Overall management of contestations for technical accuracy and deviations. Reporting to the Chief Director, Departmental Top Management and Department of Basic Education on provincial resource allocation to schools and monitoring thereof.

ENQUIRIES : Mrs W. Hadebe - Tel No: 033 846 5533
POST 36/181: DIRECTOR: MATHS, SCIENCE & ICT REF NO: DOE/56/2018

SALARY: R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a middle/senior managerial level. Competencies: Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid drivers licence.

DUTIES: Manage the development and coordination of MST internal and external intervention programmes in promoting participation and performance. Ensure the provision and maintenance of physical infrastructure and connectivity of ICT’s in all institutions. Promote leadership and skills development in MST and ICT at all levels. Ensure the continuous technical support for electronic content resources. Manage MST and ICT projects. Manage the resources of the Directorate.

ENQUIRIES: Ms B.T. Dlamini - Tel No: 033 846 5582

POST 36/182: DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME REF NO: DOE/57/2018

SALARY: R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate (Education/Nutrition) undergraduate qualification (NQF Level 7) and a qualification in Monitoring and Evaluation coupled with a minimum of five (5) years’ experience at a middle/senior managerial level. Competencies: Knowledge of the education sector, its operations and management at all levels, especially the school where the programme is implemented. Knowledge of various work ranges and procedures such as Finance, HR matters, Training, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Skills – Presentation, Analytical Thinking, Research, Computer Utilization (MS Word, Powerpoint & Excel). Use of spreadsheets to record and report on finances. Use of Internet, Email, Vulindlela, FMS, BAS, etc. Policy formulation, Financial management, Chairing meetings, Strategic management and planning, Policy research, Report writing, Change/Diversity management, Excellent verbal and written communication, Numeracy, managing good relations with stakeholders and oversight. Creativity and the ability to work under pressure for prolonged periods.

DUTIES: Develop policies and procedures for the administering of the National School Nutrition Programme. Manage the budget in respect of the National School Nutrition Programme. Approve/Disapprove applications from schools requesting participation in the programme. Develop and monitor service level standards for service providers. Coordinate training of staff and stakeholders on nutrition education. Ensure continuous monitoring and evaluation of the programme. Manage the component.

ENQUIRIES: Ms G. Madlala - Tel No: 033 392 1117

POST 36/183: DIRECTOR: RURAL ACADEMIC SUPPORT REF NO: DOE/58/2018

SALARY: R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a middle/senior managerial level. A Master’s Degree in Education will be an added advantage. Competencies: Knowledge of Rural Education, Public Finance Management Act, Public Service Act, and other relevant prescripts and legislations. Good Presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid driver’s licence.

DUTIES: Facilitate curriculum packages for rural schools. Facilitate the enhancement programs for rural schools clusters. Liaise with NGO’s and Private Sector
Organizations to extend skills programs for rural areas. Train and capacitate subject advisors, teachers, principals and SMT’s of rural schools. Cascade national policy directives for all rural schools. Conduct research and audit of multi-grade/rural schools. Monitor and support initiatives targeting rural schools.

ENQUIRIES
Ms T.P. J. Khoza - Tel No: 033 392 1086

POST 36/184
DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DOE/59/2018

SALARY
R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE
Head Office, Pietermaritzburg

REQUIREMENTS
An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a middle/senior managerial level. Competencies: Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.

DUTIES
Manage the provision of efficient executive support services to the Head of Department. Manage the provision of administrative support services to the Head of Department. Oversee the provision of document flow and quality management. Coordinate communication between the Head of Department and other strategic role-players/stakeholders. Mange the resources of the Directorate. Ensure effective and efficient provision of secretarial services. Manage special intervention programmes and projects by the Head of Department. Coordinate the finalization and approval of the Strategic Plan, Service Delivery Improvement Plan, Human Resource Plan, Annual Report and Close-out Report.

ENQUIRIES
Dr E.V. Nzama - Tel No: 033 392 1054/1051

POST 36/185
DIRECTOR: EARLY CHILDHOOD DEVELOPMENT REF NO: DOE/60/2018

SALARY
R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE
Head Office, Pietermaritzburg

REQUIREMENTS
An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a middle/senior managerial level. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, HR matters, Training, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Skills - Presentation, Analytical Thinking, Research, Computer utilization (MS Word, Powerpoint & Excel), Use of spreadsheets to record and report on finances. Use of Internet, Intranet, E-mail, Vulindlela, FMS, BAS, etc. Policy formulation, Financial management, Chairing meetings, Strategic management and planning, Policy research, Report writing, Change/Diversity management, Excellent verbal and written communication, Numeracy, Creativity and the ability to work under pressure for prolonged periods.

DUTIES
Manage the development of curricula and establish effective monitoring and support systems for Educators. Develop and monitor training programmes. Interpret, develop and implement policies iro. ECD. Oversee the registration of Grade R classes. Control the accreditation and appointment of ECD practitioners. Manage the resources of the component.

ENQUIRIES
Ms B.T. Dlamini - Tel No: 033 846 5582

POST 36/186
DIRECTOR: QUALITY ASSURANCE REF NO: DOE/61/2018

SALARY
R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE
Head Office, Pietermaritzburg

REQUIREMENTS
An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a middle/senior managerial level. Competencies: Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid drivers licence.
DUTIES: Design plans for promoting quality assurance at all levels of the education system in KwaZulu Natal. Control and supervise the work of professional and non-professional staff in the quality assurance directorate. Advise the system on all matters pertaining to quality assurance of curriculum delivery related aspects mandates of the department of education in KwaZulu Natal.

ENQUIRIES: Dr J.B. Mthembu - Tel No: 033 392 1008

POST 36/187: DIRECTOR: SPORTS AND CULTURE REF NO: DOE/62/2018

SALARY: R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a middle/senior managerial level. Competencies: Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid drivers licence.

DUTIES: The interpretation and development of youth and sport and arts and culture policies. The networking, planning and monitoring of the various codes and sports. The managing of youth development and gender equality in schools. The conducting of research into new trends. The developing and monitoring of sport programmes in schools. The planning and co-ordinating of arts and culture activities. The conducting of research on cultural diversity in schools. The conducting and development of workshops for District Co-ordinators.

ENQUIRIES: Ms G. Madlala - Tel No: 033 392 1117

POST 36/188: DIRECTOR: ASSESSMENT REF NO: DOE/63/2018

SALARY: R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a middle/senior managerial level. Competencies: Knowledge of the Public Finance Management Act, Public Service Act, Employment of Educators Act and other relevant prescripts and legislation. Good presentation skills, Analytical thinking, Research and Report writing skills. Policy formulation and Project management skills. Computer literacy. Communication skills (verbal and written) and Interpersonal skills. A valid drivers licence.

DUTIES: Develop policy on assessment for all education bands. Plan and manage the application, monitoring and moderation of Continuous Assessment for all education bands. Plan and manage provincial examinations in line with the National Strategy for Learner Attainment. Analyze tests/examination results and develop intervention strategies therefore. Render accreditation services. Manage the examination and marking processes for the National Senior Certificate and Adult Education and Training Level 4. Manage the resources of the component.

ENQUIRIES: Dr J.B. Mthembu - Tel No: 033 392 1008

POST 36/189: DISTRICT DIRECTOR REF NO: DOE/64/2018

SALARY: R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE: Amajuba District

REQUIREMENTS: An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a middle/senior managerial level. Competencies: Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of Education Law is a necessity. Computer literacy (MS Word, Excel, Access and Powerpoint). Proof of valid driver’s license. Good presentation skills, analytical thinking, research, report writing, policy formulation, project management, etc. Communication skills (verbal and written) and Interpersonal skills.

DUTIES: Oversee the overall management and administration of the District. Manage the Professional and Administrative functioning of the District. Provide strategic leadership and direction with regard to the promotion of teaching and

ENQUIRIES : Ms T.A. Gumede - Tel No: 033 392 1104

POST 36/190 : DISTRICT DIRECTOR REF NO: DOE/65/2018

SALARY : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE REQUIREMENTS : Umgungundlovu District

REQUIREMENTS : An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of Education Law is a necessity. Computer literacy (MS Word, EXCEL, Access and Powerpoint). Proof of valid driver's license. Good presentation skills, analytical thinking, research, report writing, policy formulation, project management, etc. Communication skills (verbal and written) and interpersonal skills.

DUTIES : Oversee the overall management and administration of the District. Manage the Professional and Administrative functioning of the District. Provide strategic leadership and direction with regard to the promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Nutrition Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the Educational Institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the District. Manage the functions related to Human Resource Management, Finance and Administration at District level.

ENQUIRIES : Ms T.A. Gumede - Tel No: 033 392 1104

POST 36/191 : DISTRICT DIRECTOR REF NO: DOE/66/2018

SALARY : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE REQUIREMENTS : Umzinyathi District

REQUIREMENTS : An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of Education Law is a necessity. Computer literacy (MS Word, EXCEL, Access and Powerpoint). Proof of valid driver's license. Good presentation skills, analytical thinking, research, report writing, policy formulation, project management, etc. Communication skills (verbal and written) and interpersonal skills.

DUTIES : Oversee the overall management and administration of the District. Manage the Professional and Administrative functioning of the District. Provide strategic leadership and direction with regard to the promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Nutrition Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the Educational Institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof.
Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the District. Manage the functions related to Human Resource Management, Finance and Administration at District level

ENQUIRIES : Ms T.A. Gumede - Tel No: 033 392 1104

POST 36/192 : DISTRICT DIRECTOR REF NO: DOE/67/2018

SALARY : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE REQUIREMENTS : Umlazi District

DUTIES : Oversee the overall management and administration of the District. Manage the Professional and Administrative functioning of the District. Provide strategic leadership and direction with regard to the promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Nutrition Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the Educational Institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof.

Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the District. Manage the functions related to Human Resource Management, Finance and Administration at District level

ENQUIRIES : Ms T.A. Gumede - Tel No: 033 392 1104

POST 36/193 : DIRECTOR: LOGISTICS, ASSETS & DISPOSALS REF NO: DOE/68/2018

SALARY : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE REQUIREMENTS : Head Office, Pietermaritzburg

DUTIES : Manage the Procurement and Logistics services. Control use of government and subsidized vehicles. Formulate and develop policies in respect of procurement, government owned and subsidized vehicles. Attend meetings. Control the budget as Responsibility Manager.

ENQUIRIES : Ms M. Thusi - Tel No: 033 846 5107

POST 36/194 : DIRECTOR: GOVERNANCE & MANAGEMENT REF NO: DOE/69/2018

SALARY : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE REQUIREMENTS : Head Office, Pietermaritzburg

An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a middle/senior managerial level.

Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Training, Planning, Organising, Technical Standards and Procedures, Needs and priorities of Stakeholders, Managerial Function. Skills – Analytical thinking, Research, Computer utilization, Policy formulation, Financial management, Change/Diversity management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals, excellent communication skills, both verbal and written, Creativity.

Manage the Procurement and Logistics services. Control use of government and subsidized vehicles. Formulate and develop policies in respect of procurement, government owned and subsidized vehicles. Attend meetings. Control the budget as Responsibility Manager.

ENQUIRIES : Ms M. Thusi - Tel No: 033 846 5107

DUTIES: Provide support services in respect of governing bodies. Provide support with regard to independent schools and home schooling. Promote the development of schools as centers of community involvement. Develop and co-ordinate school safety programs. Manage learner affairs including disciplinary matters. Ability to work with various stakeholders outside and within the Department. Manage the resources of the Directorate.

ENQUIRIES: Ms B.T. Dlamini - Tel No: 033 846 5582

POST 36/195

DIRECTOR: FACILITIES MANAGEMENT & AUXILIARY SERVICES

REF NO: DOE/70/2018

SALARY: R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a middle/senior managerial level. Competencies: Knowledge of Project Management, PFMA, Public Service Act, Public Service Regulations, Occupational Health & Safety Act, Fleet Management. Computer Literacy, Driving skills, HRM, decision making, analytical and negotiations, planning and organizing, people management, problem solving, conflict management, project management, leadership, Property management, Records management. Confidentiality, innovation, honesty, interpersonal relations, reliability, accuracy. Excellent communication skills (written and verbal).

DUTIES: Manage the facilities of the department. Manage records management services. Manage office support services. Manage and monitor the implementation of Occupational Health and Safety in the department. Manage the resources of the component.

ENQUIRIES: Ms M. Thusi – Tel No: 033 846 5107

DEPARTMENT OF HEALTH

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

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

FOR ATTENTION: Mrs. M. Chandulal

CLOSING DATE: 21 September 2018

NOTE: Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 48/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

ERRATUM: kindly note that the post of Clinical Nursing Manager advertised in vacancy circular 35 dated 31 August 2018 was advertised with incorrect job title, the correct job title should read as follows: Clinical Nurse Practitioner.
### POST 36/196: MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 48/18

**Component** – Otorhinolaryngology (ENT)

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

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Committed Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.

**CENTRE**
- Greys Hospital; Pietermaritzburg

**REQUIREMENTS**
- MBChB degree or equivalent. Registration certificate with the HPCSA as a Medical Practitioner plus Current registration (2017/2018) with the HPCSA.

**Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa.

**Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa.

**Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.

Recommendation: Sound knowledge and experience in Otorhinolaryngology (the primary exam in ENT would be advantageous but is not essential.

Knowledge, Skills and Experience: Ability to teach and supervise junior staff and medical students. Good communication, decision-making and clinical skills. Ability to function in a multi-disciplinary team.

**DUTIES**
- Provide Otorhinolaryngology services as well as head and neck surgery at Greys Hospital and at relevant Zone 2 State Hospitals. Provide after hour care in accordance with the commuted overtime contract. Supervision and training of junior staff working in the Department. Present at academic meetings in the department. To teach medical students and Nursing staff as required. Participate in the Quality Improvement Programmes of the Department including clinical audits and CPD activities. Maintain clinical, professional and ethical standards. Assist the Unit Manager in development of protocols and clinical guidelines. After hour’s duties is a requirement.

**ENQUIRIES**
- DR S Van Wyk Tel No: 033 8973734

### POST 36/197: MEDICAL OFFICER GRADE 1, 2 OR 3 (REF NO: UGU 04/2018)

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

(This inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)

**CENTRE**
- Ugu Health District Office; Port Shepstone and District Mortuaries

**REQUIREMENTS**
- Grade 1: requires appropriate qualification plus registration with HPCSA as a Medical Practitioner.
- Grade 2: requires appropriate qualification, registration certificate plus 5 years’ experience after registration as a Medical Practitioner.
procedures. Knowledge of the Criminal Justice System. Knowledge of court
etiquette and rules of trail. Knowledge of Occupational Health & Safety Act and IPC Guidelines. Ability to work under
traumatic and stressful environment.

**DUTIES:**

Detailed external examination of corpses and careful documentation of
findings. Supervision of the protection of a body. Dissection of the viscera.
Dictation of findings pertaining to the pathology as well as trauma noted during
the dissection. Collection of relevant specimens for evidentiary proposes.
Maintenance of the chain of custody of report and specimens taken.
Preparation of draft report and review of final autopsy report. Maintain
compliance to the turnaround time of post mortem reports. Oral testimony in
Court. Participate in CPD activities of the services. Required to perform
overtime and shift duties. Develop appropriate skills and competencies to
FPO’s. Improve governance including regulatory framework and policies.

**ENQUIRIES:**

Ms N.J. Mbadamana

**FOR ATTENTION:**

Mrs T. Madlala

**NOTE:**
The successful candidate will be stationed at Port Shepstone Mortuary but will be
required to go to Harding and Park Rynie Mortuaries in order to carry out
post mortem services as and when required.

**CLOSING DATE:**

21 September 2018

**POST 36/198:**

MEDICAL OFFICER GRADE 1/2 REF NO: HRM 42/2018 (X2 POSTS)

Directorate: Dept of Obstetrics & Gynaecology

**SALARY:**

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

**CENTRE:**

King Edward VIII Hospital (KEH)

**REQUIREMENTS:**

MBChB degree or equivalent qualification PLUS registration certificate with
the HPCSA as an Independent Medical Practitioner PLUS current registration
with the HPCSA (2018/2019). **GR 1:** None to less than 5 years after
registration with the HPCSA as an Independent Medical Practitioner. **GR 2:** 5
years to less than 10 years experience after registration with the HPCSA as
an Independent Medical Practitioner. Compulsory Overtime: Commuted
overtime is compulsory for these posts. Recommendation: Computer Literacy.
Knowledge, Skills, Training and Competencies Required: Good decision
making, problem solving, leadership and mentoring skills, sound clinical
knowledge within the discipline, knowledge of ethical medical practices, ability
to assess, diagnose and manage patient, ability to deal with all Obstetrics and
Gynecological Emergencies, good communication skills, computer skills,
service delivery orientated, policy development.

**DUTIES:**

Diagnose and evaluate patients state of health, ability to perform caesarian
sections, evacuation, incision and drainage of abscesses etc., prescribe and
utilize medicine, medical equipment, verbal therapy, etc., provide good
obstetric care to all pregnant patients, deal with emotional, social and physical
aspects of disease for patients and their relatives, work with clinical care units,
maintain medical records, train medical interns and other junior personnel,
performance of after-hours duties is a requirement, assist in departmental
statistics collection.

**ENQUIRIES:**

Dr. S.A. Moodley

**APPLICATIONS:**

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

**NOTE:**

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

CLOSING DATE: 21 September 2018

POST 36/199: MEDICAL OFFICER: REF NO: ST35/2018 (X2 POSTS)
Component: A & E

SALARY:
Grade 1: R780 612 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospital Allowance
Grade 2: R892 551 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospital Allowance
Grade 3: R1 035 831 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospital Allowance

CENTRE: Stanger Hospital

REQUIREMENTS:
Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Experience Required: Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention. Sound clinical knowledge in General medicine including management of acute an chronic medical conditions. Good interpersonal and supervisory skills. Ability to work in challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in Emergency care. ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

DUTIES:
Provision of quality patient centered medical care to all patients in the emergency unit. Maintain accurate Medical records in accordance with legal and ethical guidelines. Provision of continuity of care to patients involving assisting in the Family Medicine Wards if the need arises. Ability to assist the senior medical staff in the smooth running of the department. To provide training for nurses, junior staff, interns and medical students. The Following Learning Opportunities Are Available in the Accident & Emergency Unit: Supervision by an Emergency Physician with daily ward rounds an “on the floor teaching” in A & E. Emergency ultrasound training. Advanced airway management and ventilation techniques. Evidence based protocol driven management. Opportunity to conduct research in the unit. Preparation for the Diploma in Emergency Care (Dip PEC). Preparation to enter the Fellowship in Emergency Medicine.

ENQUIRIES:
Dr S. Pillay (Head Clinical Unit)) Tel No: 032 437 6000

APPLICATIONS:
Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450

FOR ATTENTION:
Mr. S. Govender

NOTE:
The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 35/2018. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within
two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE: 21 September 2018

POST 36/200: MEDICAL OFFICER: REF NO: ST36/2018 (X1 POST)
Component: Anaesthetics

SALARY: 
Grade 1: R780 612 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance
Grade 2: R892 551 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
Grade 3: R1 035 831 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance

CENTRE: Stanger Hospital

REQUIREMENTS: 
Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. 
Grade 2: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. 
Grade 3: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Competencies: Experience and ability in dealing with a wide variety of anaesthetic cases including High Care and ICU. Working knowledge of medical, surgical and obstetrical protocols, health policies, acts and regulations. Ability to work in multi-disciplinary team setting. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make a positive contribution in a busy department. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

DUTIES: Clinical duties as per hospital/departmental requirements, including commuted overtime in both ICU and Operating Theatre. Provision of quality care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical guidelines policies. Patient satisfaction, patient satisfaction surveys reducing waiting times, identifying meetings and surpassing patients expectations. Conduct research. Maintain and continuously commuted overtime in line with hospital needs. To provide training for nurses, junior staff, interns and medical students.

ENQUIRIES: Dr R Matos (HOD Anaesthetics/ICU) Tel No: 032 437 6000
APPLICATIONS: Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450

FOR ATTENTION: Mr. S. Govender
NOTE: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy. Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 365/2018. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC).
Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE:** 21 September 2018

**POST 36/201:** MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: TCHC 02/2018 (X1 POST)

**SALARY:**
- GR 1: R780 612 – R840 942 per annum (All inclusive salary package)
- GR 2: R922 551 – R975 945 (All inclusive package)

**CENTRE:** Tongaat Community Health Centre (TCHC)

**REQUIREMENTS:**
MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019).

- **GR 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner.
- **GR 2:** 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner. The appointment to **GR 3:** requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner 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.

**Compulsory Overtime:** Commuted overtime is compulsorily for these posts. Knowledge, Skills, Training and Competencies Required:
- Good decision making, problem solving, leadership and mentoring skills, sound medical ethics skills, good communication skills, computer skills, service delivery orientated, policy development.

**DUTIES:**
- Examine, diagnose and treat patients in OPD and short-stay ward.
- Emergency & non-emergency care of patients. Accept responsibility for the management of patients that attend the CHC for treatment. Ability to assist the medical staff in the smooth running of the department. Provide Medico-Legal services. Provide supervision and support to junior professional staff.
- Assist with the development, maintaining and upgrading of clinical protocols.
- Manage medical and surgical emergencies with competence. Participate in after-hours commuted overtime and perform after-hours duties. Perform minor procedures. Participate in quality improvement programme, clinical audits, peer review meetings, mortality and morbidity meeting. Facilitate in-service training and ongoing education. Supervise and assist to Junior Medical staff and nurse. Assist medical manager in administration duties. Perform duties in the ARV clinic. Promote and ensure community orientated clinic service and support to Primary Health Care services in the district. Evaluation of clinic service provided on a monthly basis. Maintain clinic professional and ethics standard related to these services. Maintain necessary discipline over staff under his/her control. Lead participants in committees such as ethics committee, quality assurance, clinic audits health and safety, therapeutic and infection control etc. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained. Perform duties as delegated by supervisor. The incumbent will be accountable and responsible to the medical manager. You will be required to perform commuted overtime.

**ENQUIRIES:** Dr S. Bhimsan Tel No: (032) 944 5054 Ext 202

**APPLICATIONS:** All applications must be addressed to the Human Resource Manager, hand delivered to HR Department, 7 Sanele Nxumalo, Tongaat, 4400 or posted to Private Bag X 06, Tongaat, 4430

**NOTE:** Directions to candidates: The following documents must be submitted:
- Application for Employment Form (Form Z83) which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za
- Certified copies of senior certificate and highest educational qualifications and Professional registration certificate - not copies of certified copies. Certified copy of Identity Document. Updated Curriculum Vitae with certificate of service. Current paid up receipt proof of registration body. Failure to comply with the above instructions will disqualify applicants. Reference Number must be indicated in the column provided on the form Z83, eg TCHC 02/2018. Please note due to the large numbers of applications we envisaged to receive, applicants will not be acknowledged, communication will only be entered into with candidates that have been short listed. If you have not heard from us within 2 months after the closing date please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained.
from the State Security Agency (SSA) to the following checks, Criminal, credit record check, verification of previous. Kindly be informed that due to budget constraints: NO S&T will be paid to any candidate that is attending the interview process.

CLOSING DATE : 21 September 2018

POST 36/202 : DEPUTY DIRECTOR: HRM SERVICES

SALARY : R697 011 per annum (Level 11)

CENTRE : Umgungundlovu District Office

REQUIREMENTS : A Bachelor’s Degree/National Diploma in HR Management/Human Sciences. A minimum of 3 years managerial experience in health service delivery environment. Proof of Computer Literacy & Qualifications in Microsoft Applications such as Word, Excel, Power point and Outlook; PERSAL Certificates. Proof of Valid Driver’s License. Knowledge, Skills, Training and Competencies Required: Project management and strategic planning and understanding of the “push” factors affecting human resources supply and demand within the health sector. Ability to prioritize issues and other work related matters so as to comply with time frames. Broad knowledge of Human Resource Management prescripts and legislative framework. Excellent management, facilitation, communication and interpretation skills. Ability to prioritize issues and other work related matters in order to comply with tight deadlines. A clear understanding of challenges facing the Public Sector.

DUTIES : Ensure and facilitate the development of integrated strategic HR Plans for the District and monitor and evaluate the performance of institutions to accomplish the identified human resource management indicators, provide early warning and develop innovative solutions to overcome identified problem areas. Oversee and manage processes for the alignment of organizational and post establishment structures within the District in line with emerging service delivery demands as well as the imperatives set by the Annual Performance Plan of the District, the Service transformation Plan of the Department, Budget allocations as well as standards and workload statistics. Oversee the effective implementation of Human Resources management policy Imperatives in institutions and ensure consistency in the application thereof. Ensure as well coordinated and integrated approach to develop sound Labour Relations and within the District, promote staff wellbeing, safety, performance management and development system (EPMDS) and training and development. Manage the utilization of resources allocated to the Section inclusive of the development of staff.

ENQUIRIES : Mrs NM Zuma-Mkhonza Tel No: 033 897 1000

APPLICATIONS : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 OR Hand Deliver to: 171 Hoosen Hafejee Street (Burg Street), Pietermaritzburg.

FOR ATTENTION : Human Resource Practices

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

CLOSING DATE : 21 September 2018
POST 36/203 : ASSISTANT NURSING MANAGER - SPECIALTY REF NO: ST 38 /2018 (X1POST)
Component: 029496 (Emergency, ICU and Crisis Centre)

SALARY : R581 826 per annum Plus 8% rural allowance. Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

CENTRE REQUIREMENTS : Stanger Hospital

Diploma / B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Post basic Diploma Nursing Qualification in Trauma and Resuscitation or Critical Care Nursing with a duration of one year accredited with SANC. A minimum of 10 years appropriate/recognizable experience in 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 in specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality. At least three years of the period referred to above must be appropriate/recognizable experience at management level. Current Registration with SANC (2018 Council Receipt). Proof of current / previous work experience endorsed and stamped by the employer must be attached. Knowledge, skills training and competencies required: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal framework. Knowledge and understanding of legislative framework governing the Public service. Good knowledge and understanding of HR and financial policies and practices. Basic knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Knowledge of code of conduct, labour relations and negotiation skills. Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient’s Rights Charter, Code of Conduct and National core Standards. Team building and diversity Management skills.

DUTIES : Co-ordinate of optimal, holistic and specialized nursing care provided within the set standards and a professional/ legal framework in the Emergency Department, ICU and Thuthuzela care Centre. Manage and supervise effectively the utilisation of all resources through daily and monthly allocation list in both day and night shifts. Allocate staff across all sections taking into account service delivery needs. Monitor and control usage of emergency blood and blood products. Provide accurate record keeping and statistical information on training and staffing as requested including agency staff. Develop human resource needs and staffing training needs for the Unit. Management of absenteeism. Evaluation of staff on work performance according to staff performance and management system. Execute disciplinary code and grievance following the correct procedure. Monitor of financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders procurement and the policy regarding revenue generation i.e UPFS. Develop risk management strategies to mitigate factors that can harm patients including implementation of IPC guidelines and protocols. Monitor, report and investigate any patients adverse event and develop control measures. Monitor annual registration of Nurses as per SANC regulations. Conduct departmental meetings. Attend clinical governance meetings, cash flow, HOD’s meeting and weekly Matrons meeting. Conduct monthly departmental inspection to check for compliance with stock taking levels, asset management and control of scheduled drugs. Compile departmental reports weekly and quarterly. Develop departmental Operational Plan for each financial year. Data management.

ENQUIRIES : Mrs EM Shabane (Deputy Manager Nursing) Tel No: 032 437 6008
APPLICATIONS : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION NOTE : Mr S. Govender (Human Resource Manager)

Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83
must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St20/2018. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).

Please note that due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 21 September 2018

POST 36/204 : ASSISTANT MANAGER NURSING: GENERAL STREAM (MEDICAL/SURGICAL/HAST) REF NO: GJC 12/2018

This is a re-advertised post; those who previously applied may re-apply.

SALARY : R532 449 – R617 253 per annum

Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE : GJ Crookes Hospital

REQUIREMENTS : Senior Certificate, Diploma / Degree in General Nursing and Midwifery, A minimum of 8 years appropriate recognisable experience in nursing after registration with SANC in general nursing and midwifery. At least 3 years of the period referred to above must be appropriate experience at Management level, Current registration with SANC as a General Nurse and Midwife, Appropriate/recognizable management experience in nursing component; attach proof endorsed by your HR Manager. Knowledge: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Health act, Occupational Health and Safety Act, Patients right charter, Batho Pele principles etc. Knowledge and understanding of legislative framework governing the Public Service, Good human relations displaying concern for patients, promoting and advocating proper treatment and care including willingness and awareness to respond to patient’s needs, requirement and expectations (Batho Pele), Knowledge of HR and Financial Policies and Practices such as skills development Act, Public Service regulations, Labour Relations Act. Good communication, planning and organizing skills. Co-ordination and liaison and networking skills. Report writing, facilitation skills and computer literacy. Leadership skills, problem solving and negotiation skills.

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, nursing care in Medical, Surgical and Hast units in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in Medical, Surgical and Hast units. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate Nursing care. Ensure accurate record keeping and effective data management. Manage assets, consumables, and services effectively. Maintain professional growth, ethical standards, participation in training and research. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter sectoral and multidisciplinary team work). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Monitor and ensure all nurses are licensed to practice. Deal with grievances, labour relations issues in terms of the policies / procedures laid down i.e. manage workplace discipline. Monitor and ensure proper utilization of resources, human, financial and material. Ensure effective management of...
Hast program and develop strategies to meet targets. Implement and monitor EPMD Policies.

ENQUIRIES: MS PT Mkhize Tel No: 039 – 978 7019
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: 21 September 2018 at 16h00
POST 36/205: OPERATIONAL MANAGER SPECIALTY – TRAUMA AND RESUSCITATION GRADE 1 REF NO: ST 37/2018 (X1POST)
Component: 029499
SALARY: Grade 1: R532 449 per annum Plus 8% rural allowance; Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed policy requirements]
CENTRE: Stanger Hospital
REQUIREMENTS: A Diploma/ Degree in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS Minimum of 9 years appropriate recognisable nursing experience after registration as a professional nurse with SANC in General Nursing.at least 5 years of the period referred above must be appropriate recognisable experience after obtaining 1 year post basic qualification in Trauma and Resuscitation or Critical Care Nursing. Proof of current registration (2018 receipt).Proof of current/previous work experience endorsed and stamped by HR must be attached. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.
DUTIES: Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele).Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Carry out EPMD evaluation of staff, formulate training programmes and participate in the training and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Develop a business plan for the unit. Order and monitor appropriate usage of consumables. Ensure that all equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records. Ability to recognise Medical and Surgical emergencies and refer appropriately. Liaise...
ENQUIRIES:
Ms Q.J Cebekhulu (Assistant Manager Nursing) Tel No: 032 437 6151

APPLICATIONS:
Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION:
Mr S. Govender

NOTE:
Directions to Candidates: The following documents must be submitted,
Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s).

CLOSING DATE:
21 September 2018

POST 36/206:
OPERATIONAL MANAGER REF NO: TCHC 03/2018 (X1 POST)
Component: (Acute Services & Trauma n Emergency)

SALARY:
R499 953 – R599 274

CENTRE:
Tongaat Community Health Centre (TCHC)

REQUIREMENTS:
Senior Certificate/Grade 12,Diploma/Degree in General Nursing qualification and registration with the SANC as a Professional Nurse, Current registration (2018) with the South African Nursing Council as a General Nurse and Primary Health Care Nurse. A minimum of 5 years appropriate /recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing plus midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience, after obtaining 1 post-basic qualification in Primary Health Care. Proof of previous and current work experience on a letterhead endorsed and stamped by HR must be attached.

DUTIES:
Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Ability to manage the acute, emergency/trauma unit and Primary Healthcare units. Assist in planning, organizing, monitoring and evaluation of objectives of the units and departments. Demonstrate an understanding of Human Resource and Financial Management practices and procedures. Supervise staff under your
control, both clinical and non-clinical. Manage all resources within the unit effectively and efficiently to ensure optimal service delivery. Ensure effective, efficient data management system. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure effective nursing care. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing when required. Ensure implementation of National Core Standards / Ideal Clinic Realization and maintenance as per legal prescripts. Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patient service and improve client satisfaction. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient record. Participate in the analysis and formulation of nursing policies and procedures. Carry out EPMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Provide direct and indirect supervision of all staff within the nursing department and give guidance. Ensure that all equipment in the nursing department is adequate, checked and in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act occupational Health and Safety Act and all other applicable prescripts. Work effectively and amicably at supervisory level with persons of diverse intellectual cultural, racial or religious differences. Exercise control of discipline. Demonstrate flexibility where Health services need to be carried out. Oversee the functioning of the CHC and report to executive management. Ability to monitor performance indicators and develop strategic intervention for achievements.

ENQUIRIES: Ms M.S. Mncwabe Tel No: (032) 944 5054 Ext 204
APPLICATIONS: All applications must be addressed to the Human Resource Manager, hand delivered to HR Department, 7 Sanele Nxumalo, Tongaat, 4400 or posted to Private Bag X 06, Tongaat, 4430
NOTE: Directions to candidates: The following documents must be submitted: Application for Employment Form (Form Z83) which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za. Certified copies of senior certificate and highest educational qualifications and Professional registration certificate- not copies of certified copies. Certified copy of Identity Document. Updated Curriculum Vitae with certificate of service. Current paid up receipt proof of registration body. Failure to comply with the above instructions will disqualify applicants. Reference Number must be indicated in the column provided on the form Z83, eg TCHC 03/2018. Please note due to the large numbers of applications we envisaged to receive, applicants will not be acknowledged, communication will only be entered into with candidates that have been short listed. If you have not heard from us within 2 months after the closing date please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks, Criminal, credit record check, verification of previous. Kindly be informed that due to budget constraints: NO S&T will be paid to any candidate that is attending the interview process.

CLOSING DATE: 21 September 2018
POST 36/207: CLINICAL PROGRAMME COORDINATOR-QUALITY ASSURANCE REF NO: UMZIN 09/2018 (X1 POST)
SALARY: Grade 1: R420 318 per annum Plus 13TH cheque, Housing allowance (Employee must meet prescribed requirements, Medical Aid (Optional), Rural allowance (On claim basis)
CENTRE: Umzinyathi Health District Office
REQUIREMENTS: Grade 12/Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver's License – Code 8 plus Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Knowledge, Skills and Competencies Required: Report writing skills, Financial Management skills. Empathy and counselling skills and knowledge. Strong interpersonal,
communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness and to acquire new knowledge swiftly.

**DUTIES**

Ensure planning, co-ordination, implementation, monitoring and evaluation of the quality assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Client Satisfaction and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

**ENQUIRIES**

Mrs. DJ Govender Tel No: 034 – 2999100

**APPLICATIONS**

applications should be forwarded to: The District Manager, Umzinyathi Health District Office, Private Bag X 2052, Dundee, 3000

**FOR ATTENTION**

Ms. M Ngwenya

**CLOSING DATE**

21 September 2018

**POST 36/208**

CLINICAL PROGRAMME COORDINATOR-OCUPATIONAL HEALTH & SAFETY GRADE1 REF NO: UMZIN 08/2018

**SALARY**

R420 318 per annum

Other Benefits: 13th cheque, Medical aid: Optional, Homeowner’s allowance:

**CENTRE**

Umzinyathi Health District Office

**REQUIREMENTS**

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

**DUTIES**

Ensure periodic institutional inspections, to ensure that practices are in line with Occupational Health policy and protocols. Institute and support OHS committees in all 4 institutions and clinics, inclusive of on-site training in correct practices. Ensure OHS training support to all 4 institutions, district office and satellite clinics. Assist and support institutions to meet Ideal clinic status on OH matters. Assist with strategic planning initiatives.

**ENQUIRIES**

Mr. PN Shezi Tel No: (034) 2999 113

**APPLICATIONS**

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

**FOR ATTENTION**

Ms. ML Nkosi

**CLOSING DATE**

21 September 2018
**POST 36/209**

**CLINICAL PROGRAMME CO-ORDINATOR GRADE 01 (INFECTION PREVENTION AND CONTROL)**

Department: Monitoring & Evaluation

**SALARY**

R420 318 – R473 067 per annum. Other Benefits; Medical Aid (optional), 13th Cheque, Housing Allowance (employee must meet the prescribed requirements) plus 8% rural allowance

**CENTRE**

Nkandla District Hospital

**REQUIREMENTS**

Grade 12; Degree / National Diploma in nursing that allow registration with the SANC as a Professional Nurse. Registration with SANC as Professional Nurse. A minimum of seven (7) years appropriate / recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing. Current SANC receipt (2018). Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendation: Certificate in Infection, Prevention and Control. Valid driver’s licence. Knowledge, Skills, Attributes and Abilities: Knowledge of infection control policies and guidelines; Legal prescripts, SANC regulations, Health and Safety Act and other related acts; Leadership, organizational, decision making and problem solving skills; Good Communication, interpersonal relations; Financial management skills.

**DUTIES**

To provide support to hospital management team to meet the patient care needs. To execute to the best of his / her ability the duties that may be reasonably assigned by the management. To develop a written mission, objectives and quality improvement programme for IPC unit. To provide Infection Prevention & Control guidelines that protect employees from occupational risks and hazards and to ensure that environment is infection free. To manage the Infection, Prevention & Control Committee and to ensure that it is functional and all members are knowledgeable. To ensure that written policies and procedures for activities of the infection control services are in line with current standards of practice, regulations and the objectives of the service. To implement and monitor the programme at clinics and hospital. To provide training and update to all staff, facilitate and monitor its implementation thereof. To monitor and evaluate infection prevention and control practices.

**ENQUIRIES**

Mr. JN Shabane Tel No: 035-833 5000 EXT 5001 (C.E.O)

**APPLICATIONS**

Applications should be directed to: The Acting Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbathe Lane, Nkandla 3855

**FOR ATTENTION**

Mrs. SG Masikane

**NOTE**

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

**CLOSING DATE**

28 September 2018
POST 36/210 : CLINICAL PROGRAMME CO-ORDINATOR: QUALITY MANAGER – GRADE 1
(All applicants that previously applied for this post are requested to kindly re-apply)

SALARY : Grade 1: R420 318 – R473 067
CENTRE : Tongaat Community Health Centre (TCHC)
REQUIREMENTS : 13th Cheque Medical Aid (optional) Housing Allowance (Employee must meet the prescribed requirement) Senior Certificate (Grade 12) Degree or Diploma in General Nursing and Midwifery Registration with South African Nursing Council (SANC) as a Professional Nurse current registration with SANC (SANC receipt 2018) A minimum of 7 years appropriate/recognizable experience after registration as a professional nurse. Proof of current and previous experience endorsed by Human Resource must be attached (Certificate of Service). Recommendation A valid B driver's license. Computer Literacy Certificate for Word & Excel. Knowledge & Skills & Competencies, Knowledge of SANC regulations, health policies, current public service and health related legislations. Practical experience in Quality Assurance and Accreditation. Knowledge of National and Provincial Quality initiatives. Presentation and facilitation skills, assertiveness and diplomacy. High level of interpersonal relationship skills. High level of initiative and innovation. Good communication skills (written verbal) Problem solving and decision making skills. Computer literacy in word processing and excel spread sheet packages. Data management.

DUTIES : Develop and promote quality assurance culture within the institution. Provide professional and technical support for the provision of quality care. Develop and implement quality assurance programmes, guidelines, protocols, norms & standards. Facilitate formation of quality assurance committees and ensure effective functioning of these committees and that all staff participates in quality assurance programmes. Conduct the ideal clinic and National core standards surveys. Ensure that quality improvement programmes are formulated and implemented in order to address short-comings and non-compliances. Ensure and monitor the compliance of the institution to Quality Programs especially to National Core Standards, Ideal clinic and NHI. Facilitate and participate in the development of institutional policies and protocols with regards to provision of quality care. Facilitate the surveys that determine the delivery of quality care at institutional level including clinical care, waiting times and client experiences of care. Co-ordinate internal quality clinical audits and ensure development of QIP,s to bridge identified gaps. Maintain accurate reports and records of quality assessments and ensure timeous interventions on non-compliance. Compile and submit monthly/quarterly reports to the M & E and CHC Manager for timeous submission to the district. Develop budget plan for the unit and exercise control over utilization of such budget. Represent the institution on the District Quality Improvement Committees. Manage the quality of information structures and mechanisms within the institution. Participate in the verification process of institutional data.

ENQUIRIES : Mrs R Singh Tel No: (032) 944 5054 Ext 281
APPLICATIONS : All applications must be addressed to the Human Resource Manager, hand delivered to HR Department, 7 Sanele Nxumalo, Tongaat, 4400 or posted to Private Bag X 06, Tongaat, 4430
NOTE : Directions to candidates: The following documents must be submitted: Application for Employment Form (Form Z83) which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za, Certified copies of senior certificate and highest educational qualifications and Professional registration certificate- not copies of certified copies. Certified copy of Identity Document. Updated Curriculum Vitae with certificate of service. Current paid up receipt proof of registration body. Failure to comply with the above instructions will disqualify applicants. Reference Number must be indicated in the column provided on the form Z83, eg TCHC 03/2018. Please note due to the large numbers of applications we envisaged to receive, applicants will not be acknowledged, communication will only be entered into with candidates that have been short listed. If you have not heard from us within 2 months after the closing date please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks, Criminal, credit...
record check, verification of previous. Kindly be informed that due to budget constraints: NO S&T will be paid to any candidate that is attending the interview process.

CLOSING DATE : 21 September 2018

POST 36/211 : PROFESSIONAL NURSE – GENERAL NURSING STREAM REF NO: DANCHC 05/2018 (X3 POSTS)
Cluster: Maternity

SALARY : Grade 1: R198 462 – R280 437 per annum
          Grade 2: R297 516 – R343 296 per annum
          Grade 3: R362 559 – R459 294 per annum
          Other benefits: 13th Cheque; Medical Aid (Optional); Housing Allowance:
          Prescribed requirements to be met Inhospitable Area Allowance: 8%

CENTRE : Dannhauser Community Health Centre


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

ENQUIRIES : Mrs M Ntseki Tel No: 034 – 621 6119

APPLICATIONS : All applications should be forwarded to: The Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080; OR Hand delivered to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser; 3080

FOR ATTENTION : Mrs DBP Buthelezi

NOTE : Applications must be submitted on the prescribed application for Employment Form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver’s Licence (not copies of previously Certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the Above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and 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 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. Preference will be given to Indian males and Indian females.

**CLOSING DATE** : 21 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: Provincial Office: Head of Department, Private Bag X 9710, Polokwane, 0700
Capricorn: District Director, Private Bag X9709, Polokwane, 0700
Sekhukhune: District Director, Private Bag X80, Lebowakgomo, 0737
Vhembe: District Director, Private Bag X5040, Thohoyandou, 0950
Waterberg: District Director, Private Bag X1051, Modimolle, 0510
Mopani: District Director, Private Bag X9689, Giyani, 0826

CLOSING DATE : 21 September 2018@16h00

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

OTHER POST

POST 36/212 : SOCIAL WORK SUPERVISOR (X9 POSTS)

SALARY : commencing salary notch: R363 507, Grade 1
CENTRE : Provincial Office Ref No: DSD/62 (X1 Post)
Capricorn Ref No: DSD/63 (X2 Posts)
Sekhukhune Ref No: DSD/64 (X1 Post)
Vhembe Ref No: DSD/65] (X2 Posts)
Waterberg Ref No: DSD/66 (X1 Post)
Mopani Ref No: DSD/67 (X2 Posts)


DUTIES : Manage the implementation of Community Based Services for Children and Youth within the Municipalities. Supervise Social Service Practitioners attached to NPO rendering Community Based Services for Children and Youth. Ensure that Social Work Services are rendered with regard to care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Facilitate the registration, funding and monitoring of NGOs. Render support, supervise and advise Social Workers, Social Auxiliary Workers and volunteers. Rendering counselling to clients.
ENQUIRIES: General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4315/4426
ANNEXURE R

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

APPLICATIONS: The Head of Department, Department of Education, Private Bag X 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.

FOR ATTENTION: Mr. G Mathebula, HR Provisioning

CLOSING DATE: 27 September 2018

NOTE: Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (not older than three months) of all qualifications and RSA ID-document, as well as valid driver’s license where required. Please note that a passport or driver’s license will not be accepted in lieu of an Identity document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z.83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department’s approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below:

OTHER POSTS

POST 36/213: EDUCATION PSYCHOLOGIST GRADE 1 (SCHOOL BASED): SPECIAL SCHOOL REF NO: M5/082

SALARY: R674 892 per annum

CENTRE: Hoërskool Vaalrivier (MID), Standerton

REQUIREMENTS: An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category. Registration with the HPCSA as a Psychologist as well as registration with SACE. Relevant experience in terms of the OSD to determine the grade of the successful candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below:

ENQUIRIES: Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097
POST 36/214

DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT
REF NO: M5/083

SALARY: R482 706 per annum
CENTRE: Volksrust Circuit Office, Volksrust
REQUIREMENTS:
An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver’s license. Registration with SACE.

DUTIES:
Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner’s progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES:
Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097

POST 36/215

DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT
REF NO: M5/084

SALARY: R482 706 per annum
CENTRE: Mmamethake Circuit Office, Bamokgoko
REQUIREMENTS:
An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver’s license. Registration with SACE.

DUTIES:
Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of
quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner’s progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES: Ms M Masilela, Tel No: (013) 947 1816

POST 36/216: DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: M5/085

SALARY: R482 706 per annum
CENTRE: Nokaneng Circuit Office, Hammanskraal
REQUIREMENTS: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.

DUTIES: Monitor implementation of curriculars, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES: Ms M Masilela, Tel No: (013) 947 1816

POST 36/217: DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION DEVELOPMENT CENTRE MANAGEMENT REF NO: M5/086

SALARY: R482 706 per annum
CENTRE: Bushbuckridge Education Development Centre, Bushbuckridge
REQUIREMENTS: An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE.

DUTIES: Manage EDC staff and resources. Organize, provide and coordinate access to ongoing support, in-service training and professional development for educators. Develop and distribute the EDC Program to schools and register educators for training sessions. Encourage educators to play an active role in
educational development. Render a advisory service for educators. Support formal research and Action Research projects. Establish and update a database of information to include records of training experience, resources and reference materials available in the EDC. Act as information exchange, and disseminate information to the education community served by the EDC. Produce a quarterly newsletter providing information on new resources available in EDC. Network information across the education community served by the EDC. Promote access to and the use of resources. Acquire relevant curriculum and teaching resources.

ENQUIRIES : Mr T Magoane, Tel No: (013) 766 7410

POST 36/218 : DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION DEVELOPMENT CENTRE MANAGEMENT REF NO: MM5/087

SALARY : R482 706 per annum
CENTRE : Glory Hill Education Development Centre, Graskop
REQUIREMENTS : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE.

DUTIES : Manage EDC staff and resources. Organize, provide and coordinate access to ongoing support, in-service training and professional development for educators. Develop and distribute the EDC Program to schools and register educators for training sessions. Encourage educators to play an active role in educational development. Render a advisory service for educators. Support formal research and Action Research projects. Establish and update a database of information to include records of training experience, resources and reference materials available in the EDC. Act as information exchange, and disseminate information to the education community served by the EDC. Produce a quarterly newsletter providing information on new resources available in EDC. Network information across the education community served by the EDC. Promote access to and the use of resources. Acquire relevant curriculum and teaching resources.

ENQUIRIES : Mr T Magoane, Tel No: (013) 766 7410

POST 36/219 : DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: M5/097

SALARY : R482 706 per annum
CENTRE : Msukaligwa 1 Circuit Office, Ermelo
REQUIREMENTS : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Good knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.

DUTIES : Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum
coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g., ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner’s progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES:
Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097

POST 36/220:
CLINICAL NURSE PRACTITIONER GR 1: SEN SCHOOL / BOARDING SCHOOL
REF NO: M5/089

SALARY: R362 559 per annum
CENTRE: Steve Tshwete Boarding School, Elandspruit, Middelburg
REQUIREMENTS:
A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Proof of registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver’s license.

DUTIES:
Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

ENQUIRIES:
Ms M Masilela, Tel No: (013) 947 1816

POST 36/221:
CLINICAL NURSE PRACTITIONER GR 1: SEN SCHOOL / BOARDING SCHOOL
REF NO: M5/090

SALARY: R362 559 per annum
CENTRE: Thaba Cheuw Boarding School, Mashishing
REQUIREMENTS:
A Diploma/Degree in nursing or equivalent qualification as well as a post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Proof of registration with the SANC as Professional Nurse. Knowledge of relevant legal requirements for nursing. Sufficient credible experience. Knowledge of Education White Paper 6 on Inclusive Education. A PHC qualification will serve as an added advantage. Computer literacy. A valid driver’s license.

DUTIES:
Identify and monitor health care needs of learners. Accompany and arrange medical treatment for learners. Render day to day nursing care services. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by health facilities. Display a concern for learners, promote and advocate proper support. Facilitate a wide range of medical care for short-, medium- and long term medical needs of learners.

ENQUIRIES:
Mr T Magoane, Tel No: (013) 766 7410

POST 36/222:
HOSTEL SUPERINTENDENT: BOARDING SCHOOL
REF NO: M5/091

SALARY: R356 289 per annum
CENTRE: Thaba Cheuw Boarding School, Mashishing
REQUIREMENTS:
Grade 12 certificate or an appropriate 3-year degree/qualification and extensive relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver’s license.

DUTIES:
Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry- and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the
hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.

ENQUIRIES: Mr T Magoane, Tel No: (013) 766 7410

POST 36/223: HOSTEL SUPERINTENDENT: BOARDING SCHOOL REF NO: M5/100

SALARY: R356 289 per annum
CENTRE: Shongwe Boarding School, Shongwe Mission
REQUIREMENTS: Grade 12 certificate or an appropriate 3-year degree/qualification and extensive relevant experience in the field of hostel management. Computer literacy. Competencies: Advanced management skills as well as proven ability to manage hostel staff. Sound financial administration skills including the management of a budget. Self motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills as well as good initiative. Thoroughness, honesty, integrity and the willingness to work hard. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities. Valid driver’s license.

DUTIES: Manage the administration and the allocation of accommodation to learners and hostel staff in the hostel. Manage the provision of laundry and cleaning services. Manage the provision of proper meals and other food provision services to learners. Manage, co-ordinate and monitor the maintenance of the hostel kitchen. Manage stock control of all hostel stock. Manage the proper maintenance of all hostel infrastructure/facilities. Manage and administer the hostel budget. Supervise all hostel staff. Do planning regarding future needs of the hostel. Manage and monitor the usage and maintenance of the physical training centre.

ENQUIRIES: Mr T Magoane, Tel No: (013) 766 7410

POST 36/224: EDUCATION THERAPIST GRADE 1: OCCUPATIONAL THERAPIST (SCHOOL BASED): SEN SCHOOL SOCIAL SUPPORT REF NO: M5/092

SALARY: R300 828 per annum
CENTRE: Hoërskool Vaalrivier (MID), Standerton
REQUIREMENTS: An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Registration with the HPCSA as a Therapist in the specific field (Occupational Therapy or Speech Therapy) as well as registration with SACE. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Therapist who performed Community Service. Willingness to stay on the school premises if so required. Appointment will be subject to the completion of a vetting/screening process. Applications without proof of registration with SACE would be provisionally accepted, on condition that definite proof of registration be provided prior to appointment.

DUTIES: Function as integral member of the professional multi-disciplinary team dealing with learners with special needs. Provide specific therapy (occupational- or speech therapy) to learners who have perceptual-motor problems, physical and neurological impairment, sensory integration and developmental backlogs. Implement prevention and intervention support programmes with regard to learners with special needs.

ENQUIRIES: Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097

POST 36/225: SOCIAL WORKER: SEN SCHOOL SOCIAL SUPPORT REF NO: M5/093

SALARY: R242 553 per annum
CENTRE: Nkangala District, School support
DUTIES: Function as integral member of the professional multi-disciplinary team dealing with learners with behaviour problems. Develop and present rehabilitation programmes for learners. Coordinate group and individual therapy. Compile reports and render administrative functions in relation to duties as required. Render counselling services with individuals, families and communities. Must be committed to social justice and human rights. Implement and manage effective social, counselling and behavioural support programmes, within the Inclusive Education framework, for learners experiencing barriers to learning and development in all bands of education. Implementation of the screening, identification, assessment and support policy guidelines in respect to learners that are vulnerable and experiencing social and behavioural barriers to learning and development. Participation in district based Support Teams with regards to identification, assessment and support of learners experiencing social and emotional/behavioural barriers to learning and development. Contribute to the collaborative efforts of educators and other specialists in effectively implementing the NCS and adjunct policies e.g. admission and inclusion policies, curriculum and assessment adaptations for learners experiencing social and behavioural barriers to learning and development. Provide the above services to at least 20 neighbouring SEN Institutions regularly.

ENQUIRIES: Ms PN Mbatha, Tel No: (013) 766 5844

POST 36/226: ADMIN OFFICER: SEN SCHOOL REF NO: M5/094

SALARY: R242 475 per annum

CENTRE: Ethokomala Reform School, Kinross

REQUIREMENTS: An appropriate 3-year degree/qualification or Gr.12, plus sufficient credible experience with specific reference to bookkeeping and financial administration. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to interpret directives. Sound management skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

DUTIES: Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all communication. Execute HR performance management.

ENQUIRIES: Dr M van Zyl, Tel No: (013) 766 5885

POST 36/227: ADMIN OFFICER: BOARDING SCHOOL REF NO: M5/095

SALARY: R242 475 per annum

CENTRE: Thaba Cheuw Boarding School, Mashishing

REQUIREMENTS: An appropriate 3-year degree/qualification or Gr.12, plus sufficient credible experience with specific reference to bookkeeping and financial administration. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to interpret directives. Sound management skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.

DUTIES: Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all communication. Execute HR performance management.

ENQUIRIES: Mr T Magoane, Tel No: (013) 766 7410

POST 36/228: PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL REF NO: M5/096

SALARY: R196 407 per annum

CENTRE: Thaba Cheuw Boarding School, Mashishing
**REQUIREMENTS**

- Grade 12 certificate. Valid driver's license. Sufficient credible experience in the field of housekeeping supervision. Computer literacy. Competencies: Advanced cooking and housekeeping skills as well as proven ability to manage hostel activities and staff. Basic First Aid knowledge. Sound financial administration skills including managing the budget of a component. Self-motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities.

**DUTIES**

- Manage, co-ordinate and oversee all activities including maintenance activities of the hostel. Manage and supervise the preparation of meals to learners. Ensure that the hygiene of the hostel, kitchen facilities etc. are of an outstanding standard. Ensure that the hostel kitchen functions properly and is adequately stocked at all times. Manage the keeping of accurate records and stock control. Plan and delegate duties and supervise the performance of Housekeeping supervisors. Manage the arrangement of hostel functions. Promote proper discipline and morale in the hostel.

**ENQUIRIES**

- Mr T Magoane, Tel No: (013) 766 7410
ANNEXURE S

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 36/229: PSYCHOLOGIST GRADE 1 TO 3 (CHILD AND ADOLESCENT PSYCHIATRY INCLUDING CONSULTATION /LIAISON WORK)

SALARY:
Grade 1: R674 892 per annum
Grade 2: R791 253 per annum
Grade 3: R918 288 per annum

(A portion of the package can be structured according to the individual’s personal needs)

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

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in Clinical Psychology. Registration with a professional council: Registration with the HPCSA as Psychologist in Clinical Psychology.
Experience: Grade 1: None after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of who is not required to perform Community Service, as required in South Africa.
Grade 2: Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Inherent requirement of the job: Valid (Code B/EB) drivers licence.

Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Computer literacy. Proven presentation skills. Experience in Multi-disciplinary team work. Research publications. Training and experience in group and/or family and/or parent-child relational work and in briefer focused therapies such as CBT/DBT. Working knowledge of attachment theory and/or psychodynamic theory. Experience in neuro-psychometric assessment. Experience working in a consultation/liaison capacity within a medical setting.

DUTIES:
Using appropriate psychometric instruments. Supervising members of the Multi-Disciplinary Team and Interns. Actively pursuing a research interest. Support to the head of division in strategic management and administration of unit/division. Assess, diagnose, formulate and treat children and adolescent s and their families who present with complex psychiatric problems. Applying knowledge of intervention skills such as behavior modification, psychodynamic therapies, family therapy, CBT and group therapy.

ENQUIRIES:
Mr Jon Yako, Tel No: (021) 685-4103

APPLICATIONS:
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”)

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 with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 21 September 2018

POST 36/230 : OPERATIONAL MANAGER NURSING (SPECIALTY): OBSTETRICS
Chief Directorate: Metro Health Services

SALARY : R532 449 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Advance Midwifery and Neonatal Nursing Science accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 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 in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts (day and night), weekends and public holidays when required. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. 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 : Planning, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in an Obstetrics setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms E Linden-Mars, Tel No: (021) 918-1224
APPLICATIONS : The Senior Medical Superintendent: Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
FOR ATTENTION : Ms A Dyers
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 September 2018

POST 36/231 : OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: SURGICAL WARD)

SALARY : R420 318 (PN-A5) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e annual licencing receipt of 2018). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function...
under pressure. Ability to function independently as well as part of a multi-

disciplinary team.

**DUTIES**
- Plan, manage, co-ordinate and maintain an optimal quality Nursing Service as an Operational Manager in the Surgical area. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**
- Ms F Marthinus, 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. Appointment/promotion/transfer will be subject to the verification of a criminal record.

**CLOSING DATE**
- 21 September 2018

**POST 36/232**

**BED MANAGER**

**SALARY**
- R356 289 per annum

**CENTRE**
- Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
- Minimum educational qualification: Appropriate three year health related National Diploma/Degree registrable with an appropriate Council. Experience: Appropriate experience in a tertiary health facility environment. Managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in full Microsoft Office package. Knowledge and insight of relevant legislation and policy related to bed management within the public sector. Ability to promote a quality service through the setting, implementation and monitoring of policy and standards. Ability to think and function independently, to collect and collate information, and to critically analyse data and produce reports. The ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**
- Responsible to plan, manage, co-ordinate and maintain patient activities relating to bed management at Tygerberg Hospital. Utilise and manage resources with a focus on cost containment. Participate in training, development and research. Deliver support and provide feedback to the institution and department regarding optimal utilisation of hospital inpatient facilities and resources. Manage, evaluate and report on all aspects of the quality assurance programme.

**ENQUIRIES**
- Mrs F Marthinus, 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**
- 21 September 2018

**POST 36/233**

**CASE MANAGER (X3 POSTS)**

Directorate: Management Accounting

**SALARY**
- R299 709 per annum

**CENTRE**
- Head Office, Cape Town

**REQUIREMENTS**
- Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Inherent requirements of the job: Willingness to travel and spend long periods away from the office. Valid (Code B/EB) driver’s Licence. Experience: Appropriate experience in Case Management or Medical Aid Environment or Revenue Generation. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural
codes. Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids).

**DUTIES**

Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.

**ENQUIRIES**

Ms L Ismail, Tel No: (021) 483-4240 or (072) 601-6586

**APPLICATIONS**

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

**NOTE**

No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations. The nature of the duties is such that it is part of his/her core function to travel, for the performance of their official duties, to various hospitals which shall be regarded as their normal place of work.

**CLOSING DATE**

21 September 2018

**POST 36/234**

**ADMINISTRATION CLERK: SUPPORT**

Central Karoo District

**SALARY**

R163 563 per annum

**CENTRE**

Beaufort West Hospital

**REQUIREMENTS**

Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate knowledge and experience in office administration, procurement and financial procedures. Appropriate clerical experience and liaise with Contractors. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Ability to work in extreme weather conditions. Willingness to work over weekends and overtime if required. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills in at least two of the three official languages of the Western Cape. Good computer skills (Ms Office, Excel and Power Point). Organisational and co-ordination skills. Self-development and attend courses. Ability to function independently. Maintain high confidentiality of all information at all times.

**DUTIES**

Perform general office administration functions. Capture and file of Log 1’s on the LOGIS system. Advertise stock and projects on IPS. Complete monthly and quarterly reports. Coordinate all workshop requisitions and assist with agendas and minute keeping.

**ENQUIRIES**

Mr FH du Toit, Tel No: (023) 414-8200

**APPLICATIONS FOR ATTENTION**

The District Manager: Eden District Office, Private Bag X6592, George, 6530.

**NOTE**

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

**CLOSING DATE**

28 September 2018

**POST 36/235**

**ADMINISTRATION CLERK: INFORMATION MANAGEMENT**

Chief Directorate: Metro Health Services

**SALARY**

R163 563 per annum

**CENTRE**

Bishop Lavis CDC

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Appropriate experience in-patient admissions including the PHCIS (Primary Health Care Information System). Competencies (knowledge/skills): Computer literacy (Ms Word and Excel). Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Experience in operating PHCIS /Clinicom system. Knowledge of record keeping procedures. The ability to accept accountability and responsibility and to work independently and unsupervised.

**DUTIES**

Provisioning of effective recordkeeping of Health Information, collate, receive and sort raw data submissions, recordkeeping receipt of data submissions and

ENQUIRIES : Ms EZ Mtshali, Tel No: (021) 927-1136
APPLICATIONS : The Director: Metro Health Services, Northern/Tygerberg, Sub-structure, Bellville Health Park, Private Bag X99, Bellville, 7535.
FOR ATTENTION : Ms A Kader
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
CLOSING DATE : 28 September 2018

POST 36/236 : ADMINISTRATION CLERK: WARDS
Chief Directorate: Metro Health Services

SALARY : R163 563 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Practical experience in computer literacy, MS Word, Excel and Power Point. Ability to speak at least two of the three official languages of the Western Cape. Strong organisational skills. Knowledge of Clinicom.

DUTIES : Effective and efficient patient administration including checking that all patients are admitted on Clinicom, ensuring that all fees admin related documents are signed, ensuring availability of folders and necessary documents for admission etc. Management of material resources and assets. Information management, ensuring timeous submission of statistics; Linking of babies, admission of patients in obstetrics after hours. Perform administration duties including typing, filing, faxing and correspondence, dealing with telephone inquiries, keeping notice board tidy. Contribute towards generation of revenue for the institution. Deal with discharges, appointments, ICD 10 Codes and that prescription charts are sent to pharmacy. Order stock for wards via LOGIS. Support to supervisor.

ENQUIRIES : Ms G Mashaba, Tel No: (021) 360–4408
APPLICATIONS : The Chief Executive Officer: Khayelitsha District Hospital, Private Bag X6, Khayelitsha, 7783.
FOR ATTENTION : Mr B Hendricks
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 September 2018

POST 36/237 : CLEANER
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirements of the job: Ability to work with heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays. Rotate in different departments according to operational needs and requirements. Relief according to the needs of the service. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

DUTIES : General cleaning and maintenance (i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Dispose/handle all waste according to waste policy.
ENQUIRIES: Ms E Butler, Tel No: (021) 503-5059
APPLICATIONS: The Chief Executive Officer: Alexandra Hospital, Private Bag X1, Maitland, 7405.
FOR ATTENTION NOTE: Mr FB Leukes
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
CLOSING DATE: 28 September 2018
POST 36/238: CLEANER
Chief Directorate: Metro Health Services
SALARY: R96 549 per annum
CENTRE: Karl Bremer Hospital
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a hospital/Health Facility environment. Inherent requirements of the job: Willingness to work shifts and on weekends. Relief according to the needs of the service. Ability to lift or move heavy equipment and supplies. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape.
DUTIES: Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g. polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. Responsible for general hygienic and safe environment. Handle cleaning equipment. Elementary stock control.
ENQUIRIES: Mr HB Africa, Tel No: (021) 918-1335
APPLICATIONS: The Manager: Medical Services, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
FOR ATTENTION NOTE: Ms A Dyers
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 28 September 2018
POST 36/239: CLEANER
Chief Directorate: Metro Health Services
SALARY: R96 549 per annum
CENTRE: Nomzamo Community District Centre
DUTIES: Provide a clean, hygienic environment in and outside the health care facility to prevent the spread of infection. General cleaning and maintenance. Ensure care of cleaning equipment. Actively involved in infection control and occupational health and safety activities. Optimal support to supervisor and colleagues.
ENQUIRIES: Ms NM Matiso, Tel No: (074) 199 8834
APPLICATIONS: The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.
FOR ATTENTION NOTE: Ms Z Willie
NOTE: Shortlisted candidate will be subjected to complete a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE: 28 September 2018
POST 36/240: FOOD SERVICE AID (X5 POSTS)
SALARY: R96 549 per annum
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Experience in a large scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and
be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. The ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES**: Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.

**ENQUIRIES**

**APPLICATIONS**: Ms R Keyser. Tel No: (021) 938-4135

**FOR ATTENTION**: Ms VG De Jager

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

**CLOSING DATE**: 28 September 2018

**POST 36/241**: PORTER

Chief Directorate: Metro Health Services

**SALARY**: R96 549 per annum

**CENTRE**: Michael Mapongwana Community Day Centre

**REQUIREMENTS**: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts including nightshifts. Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**: Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Assist with moving of Medical equipment as well as oxygen cylinders (both empty & full). Carry medical and other documentation (patient files, reports, etc.) to the reception area. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards.

**ENQUIRIES**

**APPLICATIONS**: Mr T Mpufu, Tel No: (021) 361-3353/74/56

**FOR ATTENTION**: Ms Z Willie

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

**CLOSING DATE**: 28 September 2018

**PROVINCIAL TREASURY**

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

**CLOSING DATE**: 25 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 36/242** : DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG 2018-36

**SALARY** : All-inclusive salary package of R1 005 063 – R1 183 932 per annum (Level 13)

**CENTRE** : Department of Local Government, Western Cape Government

**REQUIREMENTS** : B-degree (NQF 7 as recognised by SAQA); 5 years’ experience within a middle/senior management context; and A valid driver's license, or alternative mode of transport for people with disabilities. Recommendations: B-degree in Public Administration; and Experience in the field of monitoring and evaluation, interpretation and analysis of data and the drafting of reports. Competencies: Thorough knowledge of applicable policies, legislation, guidelines, standard procedures and best practices, especially with regard to local government; Knowledge of the constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Thorough knowledge of monitoring and evaluation legislation; Knowledge of strategic management processes including strategic planning and performance management within government - including inter-sphere and cross sector planning; and Knowledge of Human Resource Management and Financial Management.

**DUTIES** : Development and regulation of a framework for monitoring all aspects of municipal performance; Managing the process of collection and collation of municipal data; Monitoring and evaluation in terms of implementation of municipal performance monitoring systems; Assessment and analysis of data from municipalities to conduct diagnostic evaluations; Provide input to national and provincial policy and legislative processes, as well as structures regarding performance monitoring of municipalities; Direction to component's strategic management and planning processes; and Ensure effective management of human resources, financial resources and risks.

**ENQUIRIES** : Ms E Barnard Tel No: (021 483 6126)