PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 40 OF 2018
DATE ISSUED: 05 OCTOBER 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:

KWAZULU NATAL: DEPARTMENT OF SOCIAL DEVELOPMENT: kindly note that the post of Director: Monitoring and Evaluation with Ref No: DSD 01/06/2018HO (Re-advertisement) advertised in vacancy circular 38 dated 21 September 2018; the minimum requirements for the post should read as follows: Bachelor's Degree in Social Science/Public Administration/Management/Monitoring and Evaluation and also the closing date has been extended to the 19 October 2018. The department regret for any inconvenience caused.
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ANNEXURE A

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS

Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, Corner Madiba and Paul Kruger Streets, Pretoria

CLOSING DATE

19 October 2018 at 15:00

NOTE

Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, Obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. 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. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) for SMS positions will be subjected to a Government specific competency assessment.

OTHER POSTS

POST 40/01

DEPUTY DIRECTOR: GEOGRAPHICAL NAMES REF NO: 55/2018

SALARY

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

CENTRE

Pretoria

REQUIREMENTS

Applicants must be in possession of a three-year Degree/National Diploma in the field of Arts or Humanities. Post Graduate Qualification will be an added advantage. A minimum of 3-5 years’ in information analysis, research and data processing. Knowledge and understanding of all relevant legislation, such as the South African Geographical Names Act 118 of 1998. Knowledge and understanding of Geographical Information Systems (GIS). Knowledge in research and publication of place names, guidelines and procedures, GIS and other related computer hardware and Software. Demonstrate experience in management of an advisory body. Must be kept abreast of language developments and orthography rules. Ability to operate at national, provincial and local levels (issues of governance).
DUTIES : Strategic planning for the activities of the South African Geographical Names Council. Facilitation of the standardization of geographical names in the country. Establishment, enhancement and maintenance of GIS Database. Establishment and functioning of the South African Geographical Names Council (SAGNC) and Provincial Geographical Names Committees (PGNCs) Processing and approval of Geographical Names, Research and Database Co-ordination. Gazetting of all approved geographical names.

POST 40/02 : PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: 56/2018

SALARY : R697 011 per annum (Level 11) (all-inclusive salary package plus 10% Secretarial Allowance)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Degree or National Diploma and 3-5 years’ relevant experience or a Senior Certificate with a minimum of 8-10 years’ experience in rendering executive administration support services to a Senior Manager. Sound verbal and written communication skills, Good telephone etiquette, Good interpersonal skills, Sound planning and organizational skills. The incumbent must have the ability to act with tact and discretion autonomously. Intermediate to advanced knowledge of Microsoft office packages, including spreadsheet and presentation packages. Must demonstrate high level of integrity, reliability and resilience and be willing to work late hours and travel when the need arises.

DUTIES : As the first point of contact for the office of the Director-General, the Personal Assistant must demonstrate excellent verbal and written communication skills, diary management, provide secretarial / receptionist support services to the Director-General by staying organized and managing his time and workspace, organize and schedule meetings and business travel, prepare and organize information packs for the meetings. When the Director-General has conflicting priorities, the Personal Assistant must balance those duties to make sure key projects meet deadlines, need to anticipate or recognize problems and refer them immediately to the relevant section for resolution. Liaise with travel agencies to do travel arrangements and process the S&T claims, liaise with foreign missions to make visa arrangements, to ensure efficient and effective support to the Director-General, this would, amongst others, entail the following; studies the relevant Public Service and Department prescripts / policies and other documents and ensure that the application thereof is understood properly. Remain abreast with procedures and processes that apply in the office of the Director-General and the Department.

ENQUIRIES : Ms N Ngcama Tel No: 012 441-3430
CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

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

CLOSING DATE
19 October 2018

NOTE
Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. Faxed or e-mailed applications will not be considered. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POST

POST 40/03 PERSONAL ASSISTANT REF NO: CSP/13/2018

SALARY
R242 475 per annum

CENTRE
Pretoria

REQUIREMENTS
Appropriate Secretarial Diploma or equivalent qualification. 3-5 years’ experience in rendering support to Senior Management. Knowledge on the relevant legislation/ policies/ prescripts and procedures in the public services. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Job related skills: communication skills (Written and Verbal), facilitation skills and report writing skills. Problem solving and decision making. Interpersonal relations, professional telephone manner, organisational skills and ability to multitask. Inherent requirements: service delivery and client orientation, time management and ability to work long hours. Confidentiality and high level reliability, confident and independent. Integrity and honesty. Ability to work under pressure and to tight deadlines. Document analysis, planning and organising. Ability to act with tact and discretion.

DUTIES
Provide administrative and secretarial support: ensure the effective flow of information and document to and from the office of the Chief Director, ensure safekeeping of all documentation in the office of the Chief Director, scrutinize routine submissions/ reports and make notes and/or recommendations for the Chief Director. Ensure that travel arrangements
are well coordinated, schedule and manage appointments. Prepare correspondence and other information as requested. Coordinate and administer leave register and telephone accounts for the Unit. Provide logistical support services: record minutes/decisions and communicate to relevant role players, prepare briefing notes for the Chief Director, coordinate logistical arrangements for meeting when required. Process and submit subsistence and travel claims. Administer the demand management plan of the Chief Directorate, compile draft letters and submissions as requested. Administer the budget of the office of the Chief Directorate: collect and coordinate all documents in relation to the budget of the Unit, keeps record of expenditure commitments. Monitor expenditure and alert the Chief Director of possible over and under spending, keep a record of expenditure and other financial commitments for the Chief Directorate. Check and verify financial reports in support of the Chief Directorate. Provide general support services: prepare documents for meetings hosted and/or attended by the Chief Director, circulate documents to other meeting participants and provide secretarial support for the Chief Directorate meetings. Perform any other administrative duties required by the Chief Director and follow up on behalf of the Chief Director regarding on the implementation of meeting and other decisions.

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

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of the post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

APPLICATIONS: May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta23@ursonline.co.za or via fax: 086 415 5709.

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

CLOSING DATE: 26 October 2018

NOTE: The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

POST 40/04: SENIOR REGISTRY CLERK: REGISTRY REF NO: 24907/01

SALARY: R299 709 per annum (Level 08)

CENTRE: Pretoria

REQUIREMENTS: A 3 Year Bachelor’s Degree or 3 Year National Diploma in Records Management or equivalent qualification with 2-3 years appropriate experience in a Records Management and Registry Services. Generic competencies: Quality of work, reliability, initiative, communication, interpersonal Relations, team work and planning and execution. Technical Competencies: Records management, policy issues, National Archives Act, Minimum Information Security Standard (MSS) and Electronic Records Management Systems.

DUTIES: The incumbent will perform the following duties: Render all Registry Functions, implementation and monitoring of Registry Procedure manual, implementation, amendments and additions of file plan. Proper Records Management Practice: restructuring of old files, safe custody and protection of records, monitor classification of documents in terms of Minimum Information Security Standards. Implement a systematic disposal programme: implement the disposal authority on all records covered by the general disposal authority, apply general disposal authority on all suitable records, ensure that records are disposed of in terms of a written disposal authority issued by the National Archives, monitor retention periods for all non-archival records. Maintain Electronic Document Records Management System in the Department: back-scanning of records. Implement regular support visit reports recommendations: implement support and monitor visit reports
recommendations, act upon the recommendations of the archives inspection/audit reports.

**ENQUIRIES**

: Mr A Tolamo Tel No: 012 334 0927
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 Mbhokota/ Mr. T Kekana

CLOSING DATE: 19 October 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. 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 40/05

EMPLOYMENT RELATIONS PRACTITIONER

SALARY: R299 709 per annum (Level 08)

CENTRE: Head Office (Pretoria)

REQUIREMENTS:

A Nation Diploma/ Degree in Labour Relations with 1 year experience in Labour Relations environment or field. Plus the following key competencies: Knowledge of: Labour Relations Regulatory Framework Policies, Prescripts, Regulations, PSCBC Resolutions, Dispute Resolution Procedures, Management of grievances and Misconduct; Public Service Regulations Policies; Departmental Policies and Procedures. Thinking Demand: Information evaluation; Creativity; Use initiative; Decision Making; Tolerance of ambiguity. Skills: Negotiation & Bargaining skills; Facilitation skills; Communication skills; Analytical skills; Problem Solving skills; Computer literacy; Language skills; Organising, coordinating and planning skills; Basic research skills; Interpersonal skills; Presentation/Training skills; Report writing skills; Conflict resolution skills. Personal Attributes: Ability to work independently/under pressure; Ability to listen and provide idealistic solutions; Ability to communicate with all staff members; Accuracy; Be able to identify problem areas in the development of HRM policies; Innovative thinker; Assertive and be a good listener. Recommendation: A Valid Code 8 Driver’s Licence is required.

DUTIES: Investigate and handle misconduct and grievance cases, Represent the Department in Conciliations and Arbitrations cases. Coordinate and provide secretariat support to the task team. Compile and maintain an accurate database and statistics for reported cases. Provide support and expert advice to managers regarding the management of discipline and
resolution of grievances. Conduct workshops and presentations on labour relations related matters. Advise on the correct interpretation and implementation of the Departmental policies and PSCBC Resolutions in Labour Relations. Facilitate the DBC employer caucus.

ENQUIRIES: Mr Edgar Lamola 012 406 7485
ANNEXURE E

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

FOR ATTENTION: Ms Lerato Ngobeni

CLOSING DATE: 22 October 2018

NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 40/06: SENIOR HEALTH AND SAFETY OFFICER REF NO: EP02/2018

SALARY: R299 709 per annum (Total package of R434 785 per annum)

CENTRE: Mpumalanga

REQUIREMENTS: An appropriate three-year Degree / Diploma in Occupational Health and Safety/ Environmental / Risk / Quality Management or equivalent qualification; Appropriate (relevant) work experience in the related field with extensive experience in project or programme safety planning, implementation and compliance assessments; Registration with SACPCMP will be of an advantage. Experience in the ISO 45001 (previously OHSAS 18001) and ISO 14001 will be of an advantage; Good communication and report writing skills; Computer literacy; People, change management and empowerment skills; Knowledge of all applicable legislation (e.g. Public Service Act, Departmental procedures and prescripts, Public Finance Management Act (PFMA, Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Environmental Management Act); Valid driver’s license and willingness to travel and work long hours with limited supervision.

DUTIES: The incumbent will be expected to undertake regular Occupational Health, Safety and Environment compliance site assessments, inspection and audits within a legislative framework; Attend OH&S meetings to monitor compliance and corrective actions. Complete task assessments, risk assessments and major incidents investigations and determine mitigation measures needed for OH&S interventions. Ensure compliance to COID; Make recommendations on relevant training and awareness campaigns to support Health and Safety. Write up safe work procedures and performance reports and engage with operations around the implementation of recommendations, Identify occupational health and safety interventions to address compliance shortcomings, Analyses
quarterly self-assessment reports and recommend required intervention; Promote health and safety through competency checks, health and safety programmes and training; perform ad hoc duties as instructed by the relevant supervisor

ENQUIRIES : Mr M Talip Tel No: 021 441 2769
ANNEXURE F

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

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

CLOSING DATE : 22 October 2018 12H00 No late applications will be considered.

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

POST 40/07:

GENERAL MANAGER: ENTERPRISE WIDE RISK
REF NO: GMEWR/2018/10-1P

The purpose of the role is to ensure effective management of the development and implementation of risk strategies, anti-fraud and case management services.

SALARY:

R1 189 338 - R1 422 012 per annum (Level 14) (all-inclusive package)

CENTRE:

Pretoria Office

REQUIREMENTS:


DUTIES:

Ensure the implementation of the Enterprise Risk strategy. Develop, implement and monitor achievement of an effective Business Plan. Oversee the development, implementation and maintenance of Division policies, procedures, and processes, in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium term strategy framework (MTSF) operating strategy for the Division. Analyze Division trends and prepare management reports. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization. Oversee the provision of best practice regarding Division functions to all stakeholders. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Assess the provision of Division support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Division policies and procedures. Monitor compliance with relevant legislation throughout all Division functions. Analyze service delivery gaps, challenges and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Represent the Division at all relevant committees and forums. Proactively identify risks and mitigation thereof. Oversee the analysis of trends and forecasting. Ensure the establishment and maintenance of an appropriate risk management service within the Department. Manage the development and implementation of business continuity and disaster recovery plans. Manage the monitoring and implementation of risk mitigation plans. Manage and ensure performance of risk and compliance audit for the Department. Ensure risk management awareness campaigns. Manage and ensure fraud prevention and case management initiatives for the Department. Ensure the implementation of the departmental anti-fraud and case management strategies. Ensure fraud and corruption
awareness campaigns. Manage the identification of potential fraud and corruption risks. Ensure the Investigation of fraud and corruption business cases. Manage all the resources in the Division. Ensure the development and management of staff within the Division. Implement and maintain a relevant management approach to support effective business results within the Division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Division.

ENQUIRIES
FOR ATTENTION: Ms Mapule Mahlangu Tel No: 012 399 2639
NOTE: One General Manager: Enterprise Wide Risk position (permanent) is currently available at the Government Pensions Administration Agency. Please note: 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. Employment Equity target for the post is African, Coloured or Indian female candidates or person with disability. Candidates of the specified groups are encouraged to apply.

POST 40/08:
SENIOR MANAGER: REGIONS REF NO: SM/CRM-R/2018/09 -1P
The purpose of the job is to manage the CRM function for GPAA at Regions so that fair practices and procedures are followed in compliance with legislation.

SALARY: R1 005 063 – R1 183 932 per annum (Level 13) (all-inclusive package)
CENTRE: Pretoria Head Office

DUTIES: Management of risk: Develop risk management plans of division to ensure that the Region maintains good risk management practices within an organisational risk management plan. Identify any risks relating to the business unit, and intervene to monitor compliance with the risk management strategy of GPAA. Maintain sound relationships with key stakeholders. Engage in consultation process with both employees and management, as required, exhibiting an understanding of essential risk considerations. Persuade key stakeholders in engaging in risk discussions, achieving a win-win solution as far as possible. Proactively mitigate Region risks. Proactively monitor practical initiatives embarked
upon within the GPAA which affect risk management, and managing any negative implications. Provide a consultative service to business: Provide expert advice on employee benefits and regional issues experienced by Line in compliance with legislation, achieving unbiased resolution. Provide consistent application of sound organization principles across regional offices. Represent the GPAA within various Regional forums. Ensuring client relationship management services in regions: Ensure that outreach, education and document collection services offered through branches, satellite offices and the mobile offices are effective and efficient. Analyse and give feedback on emerging trends on regional developments in order to formulate initiatives to address any issues arising. Manage implementation of employee capacity building initiatives, achieving agreed project milestones and adequate communication. Drive implementation of awareness campaigns, ensuring objectives are achieved. Manage the achievement of an integrated regional communication approach. Facilitate compliance to SLA’s by employer departments within the region. Manage relations between Regional employers and Regional Managers. Manage operations of the sub unit: Establish and manage agreed budgets in consultation with the General Manager CRM, ensuring that costs are contained. Recommend system developments to allow for improved efficiencies and document control. Check the integrity of the Employee Benefits and Regions data being captured on the system; make sure that it is reliable and valid at all times. Manage, coordinate and oversee the daily operational activities of the region to ensure that it functions effectively and efficiently. Manage accurate record keeping of confidential information within the region. Manage and develop staff reporting to this position: Set, agree and monitor performance of direct reports, check that it is aligned with performance agreements. Identify development needs and provide coaching and mentoring as appropriate. Facilitate staff productivity and efficiency, minimizing absenteeism. Motivate staff through the implementation of various recognition mechanisms. Facilitate region’s communication through appropriate structures and systems. Drive employee benefits in the region and operational plans and policies: Develop, implement and monitor achievement of an effective Business Plan and budget for the Region to support the achievement of GPAA’s strategic objectives. Formulate plans for the provision of support and advice to provincial managers to ensure that they are fully equipped to deal with all Employee Benefits and Region related matters within the ambit of their responsibility. Compile comprehensive regional reports for the Region, highlighting successes and risks in terms of achieving organizational objectives. Keep abreast with changes in Employee Benefits guidelines and legislation, to make recommendations where GPAA policies and procedures need to be amended, monitoring the implementation of changes made. Check compliance by employer departments to Public Sector resolutions and policies relating to Employee Benefits, initiating changes identified.

ENQUIRIES
FOR ATTENTION
NOTE

: Ms Zwonaka Makhani
Tel No: 012 319 1075
: Ms Zwonaka Makhani – Recruitment

One permanent position of Senior Manager: Regions (CRM) is currently available at GPAA. This position will be filled as a permanent position. Please note: 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. Employment Equity target for the post is African, Coloured or Indian female or person with disability. Candidates of the specified groups are encouraged to apply.
OTHER POSTS

POST 40/09

ASSISTANT MANAGER: IT AUDIT REF NO: ASM/ITAUD/2018/10-1P

The purpose of the post is to provide technical support to IT Audits and provide audit services for GPAA.

SALARY

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

CENTRE

Pretoria Head Office

REQUIREMENTS


DUTIES

The successful incumbent of this position will be responsible for IT Audit which includes the following, but not limited to: Manage the planning of IT audit projects and execution of IT audits: Assist with the development of the IT Audit plan. Conduct preliminary survey for each project. Develop system description and risk control matrix for each project. Develop the audit programme. Execute, supervise and finalise the IT audit projects allocated on TeamMate using ACL according to the agreed deadlines and quality standards. Discuss and resolve informal queries with clients. Gathering evidence about operations of a department under review. Evaluate the evidence gathered. Determine whether the operations of a department meet acceptable standards. Assess the economy, efficiency and effectiveness of controls and operations. Follow up action plans as they become due. Developing and maintaining productive client, staff, and management relationships through individual contacts and group meetings. Representing internal audit on organizational project team. Develop and draft Reports: Issue a draft report for each IT audit project. Assist with achieving the resolution of problems identified. Conduct continuous monitoring and evaluation of the progress against the approved IT Audit plan. Assist with analysis and contribute to recommendations made to improve policies, procedures, processes, measurements and expenditure. Keep abreast of global trends, new developments in the IT Audit environment and emerging technologies. Issue follow up reports as actions plans become due. Update the findings register. Facilitate and ensure Compliance: Comply with the IIA and ISACA standards, code of ethics and frameworks. Contribute to the quality of IT Audits. Comply with Government, GPAA and Internal Audit methodology, policies, procedures, prescripts, regulations, acts and laws. Manage and development of staff: Manage the performance of the unit which involves coaching, mentoring, and take corrective action where required, develop performance standards and evaluate team and
individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. Compile the work plans for the section.

NQUIRIES : Mr Lesiba Sehlapele Tel No: 012 319 2710
FOR ATTENTION : Mr Lesiba Sehlapele – Recruitment
NOTE : One Assistant Manager: IT Audit position is currently available at the Government Pensions Administration Agency. This position will be filled as a permanent position. Employment Equity target for the post is Coloured or Indian males/females, or White females or people with disabilities. Candidates of the specified groups are encouraged to apply.

POST 40/10 : IT AUDITOR REF NO: ITAUD/2018/10-1P

SALARY : R299 709 per annum (Level 08) (basic salary)
CENTRE : Pretoria Head Office

DUTIES : The purpose of the role is to provide administrative support in the IT Audit services for GPAA. The successful incumbent of this position will be responsible for IT Audit which includes the following, but not limited to:
Execute IT audit projects: Execute and finalise the IT audit projects allocated on TeamMate and using ACL according to the agreed deadlines and quality standards. Administer the Teammate system, and the ACL tool. Discuss and resolve informal queries with clients. Gathering evidence about operations of a department under review. Evaluate the evidence gathered. Determine whether the operations of a department meet acceptable standards. Assess the effectiveness of controls and operations. Follow up action plans as they become due. Ensure Compliance in the audit unit: Comply with the IIA and ISACA standards, code of ethics and frameworks. Contribute to the quality of IT Audits. Comply with Government, GPAA and Internal Audit methodology, policies, procedures, prescripts, regulations, acts and laws.

ENQUIRIES : Mr Lesiba Sehlapele Tel No: 012 319 2710
FOR ATTENTION : Mr Lesiba Sehlapele – Recruitment
NOTE : One IT Auditor position is currently available at the Government Pensions Administration Agency. This position will be filled as a permanent position. Employment Equity target for the post is Coloured or Indian males/females, or White females or people with disabilities. Candidates of the specified groups are encouraged to apply.
<table>
<thead>
<tr>
<th>POST 40/11</th>
<th><strong>EB ADMINISTRATOR MEMBERSHIP REF NO:</strong> EBA/MEM/2018/09-12C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12 months contract (non-renewable)</td>
</tr>
<tr>
<td>SALARY</td>
<td>R196 407 plus 37% in lieu of benefits (Level 06)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria Head Office</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The purpose of the role is to provide administration services to the Active Membership function within GPAA. The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to: Assist in the maintenance of member profile: Admissions of new members to the fund. Updating personal details of members or pensioners via CIVPEN and/or Workflow systems. Capturing dependent and/or beneficiary details on pension profile. Rectify employment and service period details of active members. Identify system number linking cases and process cases or escalate to the linking processor. Corrections of systems/user errors via process status 2 reports. Ensure vital documentation has been provided for proof pertaining to required changes. Verify and accurately capture member’s details on the system in accordance with the relevant GEPF rules. Maintain ownership and hold responsibility of all documents once they are read in. Access the relevant function on the system to load beneficiaries’ information as per form. Forward the updated information to supervisor to conduct quality checks on updated beneficiaries. If form is incorrectly filled and/or attachments not in compliance with required standards; create error letter to member and employer. Ensure that messages/ comments on all documents that are read out, are precise and simple for others to understand. Assist in the management of member queries. Deal with dedicated queries as a matter of urgency and ensures that resolutions are implemented. Request additional or more information if required. Ensure that vital information has been submitted. Render both routine and ad hoc walking services, where necessary or on request from a supervisor or management, delivering or collecting urgent cases.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Mapule Mahlangu Tel No: 012 399 2639</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Ms Mapule Mahlangu – Recruitment</td>
</tr>
<tr>
<td>NOTE</td>
<td>Various EB Administrator positions at EB Membership are currently available at the Government Pensions Administration Agency. These positions will be filled on a 12 month contract basis. Employment Equity target for the post is African, Coloured or Indian female or person with disability. Candidates of the specified groups are encouraged to apply.</td>
</tr>
</tbody>
</table>
ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

APPLICATIONS
Direct your applications quoting the relevant reference number to: The
HR Manager, Elangeni TVET College, Private Bag X9032 Pinetown 3600
Elangeni TVET College, Human Resources’ Management &
Development, Central Office 15 Portsmouth Road Pinetown 3600 (Mon-
Fri 07:30 – 16:00)

CLOSING DATE
22 October 2018 at 16H00

NOTE
Application must be submitted on the prescribed Z83 obtainable from any
Public Service Department or on the internet at (www.goz.za/document).
Which must be completed in full, originally signed and dated by the
applicant. NB: All parts of the Z83 form must be filled in full, including
sections where it states that please ignore if you have attached a CV with
these details”. Applications must be accompanied by a covering letter, a
comprehensive Curriculum Vitae and Certified Copies of Qualifications,
Identify Document, and Drivers License (Where applicable). NB: All
document certified 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 applying
for. For foreign application; a certified copy of SAQA Evaluation of
Qualifications Certificate, Work Permit and Passport must be included.
NB: All application to include all required documentation as listed above
incomplete application will not be considered. Elangeni TVET College is
an equal opportunity employer. The College reserves the right not to
make an appointment in these positions. Correspondence will be limited
to short-listed candidates only. All successful candidate will be subjected
to qualification verification before appointment. Application who have not
been contacted within eight weeks of the closing date of advertisement
should accept that their application were unsuccessful.

ERRATUM: kindly note that the post of Assistant Director: System and
Resources with Ref No: DHET 70/09/2018 advertised in vacancy circular
39 dated 28 September 2018 as a permanent is incorrect, the post it’s a
contract post until 31 March 2023. Enquiries: Mr R Kgare.

OTHER POSTS

POST 40/12
CAMPUS MANAGER REF NO: HRM 38/2018
Nature of contract: Permanent

SALARY
R482 706 (PL 5) plus benefits as applicable in the Public Service

CENTRE
KwaDabeka Campus

REQUIREMENTS
A recognized 3-year Diploma / Bachelor’s Degree or an equivalent
qualification, including a professional qualification in education coupled
with a minimum of 7 years’ actual and appropriate experience of which 3
years must be a managerial experience. Management experience
working at a TVET College in the teaching and learning discipline will be
an added advantage. Ability to analyses, interpret policies and develop
guidelines to support students on the campus. A sound knowledge of
Continuing Education and Training Act 16 of 2006 (As Amended).
Knowledge of national examination and assessment policies. Good
communication and writing skills. Computer literacy skills with specific
reference to MS Word, Excel and PowerPoint. An ability to work in teams
and under pressure. Strategic, project, financial and time management
skills. A driver’s license and registration with SACE.

DUTIES
Responsible for general and administration of the campus academic
curriculum development. Manage the overall operations of the campus
and ensure the smooth that the campus teaching and learning take place.
Manage students’ academic performance and that of the lecturers and
the administrative staff at the campus. Responsible for managing the
Human Resource, Finance and Infrastructure activities of the campus.
Responsible for effective implementation of DHET policies of plans. Provide support, guidance and mentorship to all managers of staff under their span control. To coordinate and oversee student activities as well as organize events. To provide superlative customer care and service catering to customer needs. To create positive and enthusiastic team spirit and maintain motivation and staff rapport effectively. To coordinate cordial and transparent communication between the campus, client, service providers and Central Office. To liaise with divisions daily, both informally and at scheduled meeting and communicate courteously to divisional heads and understanding their needs and expectations and cooperating with them at all times. To control the expenses budget, deal with petty cash according to Central Office procedures and maintain accurate accounting record and receipts.

ENQUIRES: Ms. ZD Gwala Tel No: 031 716 6700

POST 40/13: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HRM 39/2018
Nature of contract: Permanent

SALARY: R356 289 (Level 09) plus benefits as applicable in the Public Service
CENTRE: Central Office
REQUIREMENTS: A recognized undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Purchasing Management/Public Management/Administration/ Logistics Management/Supply Chain Management or equivalent qualification. At least 5 years work experience in Supply Chain Management/Procurement (Demand, Acquisition and Contracts). At least 3 years supervisory experience. Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Understanding of Microsoft Dynamics will be an added advantage. Practical knowledge of managing three bid committees. This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing and reporting. Further skills and competency requirements relates to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of frameworks, legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight time-frames. A valid driver’s license and willingness to travel.

DUTIES: Ensure compliance in terms of Supply Chain Management processes and procedures. Implement the departmental supply chain strategy in terms of Demand, Acquisition and contract management. Perform contract management function and ensure compliance. Give progress to the end user regarding the submitted requests for goods, services and or works. Supervise and lead a team that renders demand acquisition, contracts, and risk and performance management. Conduct needs analysis, develop Annual Procurement Plan and submit to National Treasury and monitor projects as approved on the plan. Compile and update bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, receive bids and details of the awards. Advise the Department on SCM Matters, develop, implement and maintain policies. Provide secretarial support to bid committees and ensure minutes are timely distributed. Prepare management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes. Respond to audit queries. Manage the resources of the Directorate.

ENQUIRES: Ms. ZD Gwala Tel No: 031 716 6700
APPLICATIONS: Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X 9032 Pinetown 3600 Elangeni TVET College, Human Resources’ Management &
NOTE: Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identity Document, and Drivers License (Where applicable). NB: All document certified 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 applying for. For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.

CLOSING DATE: 22 October 2018 at 16H00

POST 40/14: ASSISTANT DIRECTOR: HUMAN RESOURCES' MANAGEMENT & DEVELOPMENT REF NO: HRM 40/2018
Nature of contract: Permanent

SALARY: R356 289 (Level 09) plus benefits as applicable in the Public Service
CENTRE: Central Office
REQUIREMENTS: A recognized undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Human Resource Management/Public Administration. At least five (5) years relevant experience in Administration and office management, At least 3 years supervisory experience. Knowledge of Public Service Act, Employment of Educators Act, and Labour Relations Act, Basic Condition of Employment Act and Skills Development Act. Must be able to understand and interpret prescripts and policies, Must have leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver’s license and willingness to travel.

DUTIES: Design, manage and maintain a proactive and relevant Human Resources Management and Development system for the institution in compliance with all statutory and policy requirement. Ensure a cost effective HRM & D system for the institution including managing of HR budget. Oversees all employment practice, HRM practice of the college and maintain and manage a healthy labour relations environment. Co-ordinate and manage a performance management system and staff wellness initiatives for the college, Contribute to strategic and operational plans. Strong organizational and analytical skills, excellent interpersonal skills and ability to deal professionally with people at all levels, conflict resolution, must be willing to work under pressure and adhere to deadlines.

ENQUIRES: Ms. ZD Gwala Tel No: 031 716 6700
APPLICATIONS: Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X 9032 Pinetown 3600 Elangeni TVET College, Human Resources’ Management & Development, Central Office 15 Portsmouth Road Pinetown 3600 (Mon-Fri 07:30 – 16:00)
NOTE: Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identify Document, and Drivers License (Where applicable). NB: All document certified 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 applying for. For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.

CLOSING DATE: 22 October 2018 at 16H00

POST 40/15: ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: HRM 41/2018

Nature of contract: Permanent

SALARY : R356 289 (Level 09) plus benefits as applicable in the Public Service

CENTRE : Central Office

REQUIREMENTS: An appropriate Bachelor’s Degree / National Diploma in Computer Science /IT / IS coupled with recognised industries certifications such as MCSE / MCITP, A+, N+ security + and ITL. At least five (5) years’ experience within the IT environment two (3) years’ of which is at supervisory level. Candidates without Degree/Diploma but possess Industry Specific Certification equivalent to the Degree/Diploma NQF Level 6 as confirmed by SAQA will be considered. At least 5 years work experience in Microsoft systems administration including Windows Server, Active Directory and MS Exchange; Enterprise storage administration; Enterprise server administration. Virtualisation administration; Backup-to-disk systems and associated software and processes experience. At least 3 years supervisory experience. Basic Linux Administration, LAN and WAN and IP Telephony technologies. Good communication, problem – solving, IT infrastructure support and customer relationship skills; Network administration, Must have a drivers licence.

DUTIES: Develop, implement, maintain and proactively communicate IT policies and procedures to ensure the effective and efficient use of I throughout the College. Provide technical advice on network design and planning and manage the LAN support function and staff to ensure continuous and effective execution of duties. Provide support in design, installation and maintenance of network infrastructure equipment. Assist with hardware, server and infrastructure networking requirements scoping, establishment, establishment and costing. Perform on –site backups. Monitor and perform health checks on the networks, analyse and resolve technical problems on the network. Perform configuration management on the network and manage the storage Area Network (SAN) of maintance on all servers. Supervise IT team.

ENQUIRES: Ms. ZD Gwala Tel No: 031 716 6700

APPLICATIONS: Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X 9032 Pinetown 3600 Elangeni TVET College, Human Resources’ Management &
NOTE: Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identify Document, and Drivers License (Where applicable). NB: All document certified 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 applying for. For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.

CLOSING DATE: 22 October 2018 at 16H00

POST 40/16: STUDENT COUNSELLOR REF NO: HRM 42 /2018
Nature of contract: Permanent

SALARY: R299 709 per annum (SL 08) plus benefits as applicable in Public Service
CENTRE: Central Office
REQUIREMENTS: A recognised 3 year Bachelor’s Degree in Social Work. At least 3 years practical experience in counselling and career guidance. Proficiency in working computers (MS word and excel). Good communication skills. Must have a valid driver’s license.

DUTIES: Manage and maintain, in consultation with and under direction from AD: SSS, a pro-active and relevant Student Support Services for the institution in synergy with Provincial and National needs meeting compliance with statutory and policy requirements. Facilitate, monitor and provide support to development of student social welfare programmes, facilitate, monitor and provide support to Special Needs Education. Monitor the student financial aid process closely and on a regular basis, ensure student counselling service administration, management, monitoring, reviewing and reporting in compliance with the reporting prescriptions for monthly, quarterly, and annual reporting. Develop strategies in consultation with the various stakeholders and expects for support which will focus on the provision of the following services: Guidance and counselling services, Learning support and academic development services, Career guidance and occupational development services, Health and Wellness services, First Aid services Centre in each campus, Student development and guidance services.

ENQUIRES: Ms. ZD Gwala Tel No: 031 716 6700
APPLICATIONS: Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X 9032 Pinetown 3600 Elangeni TVET College, Human Resources’ Management & Development, Central Office 15 Portsmouth Road Pinetown 3600 (Mon-Fri 07:30 – 16:00)

NOTE: Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter, a
comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identify Document, and Drivers License (Where applicable). NB: All document certified 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 applying for. For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.

**CLOSING DATE** : 22 October 2018 at 16H00

**POST 40/17** : PERSONAL ASSISTANTS TO THE REGIONAL MANAGERS

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

**CENTRE** : DHET Regional Offices:
- Mpumalanga/North West Regional Office Ref No: DHET 160/09/2018
- Gauteng/Free State Regional Office Ref No: DHET 161/09/2018
- Limpopo Regional Office Ref No: DHET 162/09/2018
- Western Cape/Northern Cape Regional Office Ref No: DHET 163/09/2018

**REQUIREMENTS** : A National Senior Certificate/Grade 12 or NCV Level 4. A recognised National Diploma qualification (NQF Level 6)/Secretarial Diploma including computer training will be an added advantage. A minimum of three (3) years employment experience in rendering administrative and secretarial support to senior management. Good interpersonal and communication skills to interface with people from diverse backgrounds. Good written and verbal communication skills. Experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Good organisational and basic events management skills. Ability to create and manage simple databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

**DUTIES** : Provide secretarial support service to the Project Manager, including support in the planning and managing of day to day office activities. Schedule meeting and workshops; manage and administer the Project Manager’s diary and itinerary. Prepare all necessary documentation for the Project Manager. Perform routine duties in the office of the Project Manager including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders. Render office management support services including keep records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinise routine submissions/ reports and make notes and/or recommendations for the Project Manager; and attend to general office administration. Provide communication support services to the Project Manager, including handle all correspondence and queries requiring the attention of the Project Manager. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Project Manager including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Project Manager, including handle and manage budgets, cash flow and petty cash.

**ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
APPLICATIONS: Please forward your application, quoting the reference number to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 or Hand deliver to: 123 Francis Baard Street (Former Schoeman Str.) Pretoria.

NOTE: Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references and certified copies of all qualifications, identity document (id) not older than three months, including drivers licence (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

CLOSING DATE: 19 October 2018 at 16H00

POST 40/18: LABOUR RELATIONS OFFICER REF NO: HRM 43/2018
Nature of contract: Permanent

SALARY: R242 475 per annum (SL 07) plus benefits as applicable In Public Service

CENTRE: Central Office

REQUIREMENTS: A recognized 3 year degree/diploma/NQF6 qualification in Labour Law / Labour Relations / Human Resources or equivalent qualification, At least 3 years’ experience in Labour Relations and coordinating discipline and grievance processes; Experience in the sector / Public Service legislation; regulations and policies ;A Valid driver’s license, good verbal and written communication and presentation skills; must possess personal attributes such excellent interpersonal skills, attention to detail, flexibility, team work and organizing and planning skills.

DUTIES: Ensure compliance with applicable legislation, rules, and regulations, Maintain database and formulate monthly report and quarterly reports, Handling of misconduct cases within the College, Investigate misconduct cases within the College and monitor the implementation of sanctions and arbitration awards, represent College during conciliation and arbitration, Facilitate the handling of grievances and the implementation of the disciplinary code and procedure, Implement labour relations communication strategy, Capturing of grievances, disciplinary cases and suspensions, Assist the employer on appropriate action in labour-related matters, Investigate all employee complaints and grievance cases, Assist line managers with disciplinary functions and enquiries, Promote, facilitate and contribute to sound labour relations at the college, Reporting on all labour relations matters, Assist with the develop and implementation of all relevant human resources policies and procedures,
Diverse administration functions, Any other duties as assigned by the Principal of the college or his/her nominee.

ENQUIRES: Ms. ZD Gwala Tel No: 031 716 6700
APPLICATIONS: Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X 9032 Pinetown 3600 Elangeni TVET College, Human Resources’ Management & Development, Central Office 15 Portsmouth Road Pinetown 3600 (Mon-Fri 07:30 – 16:00)

NOTE: Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identify Document, and Drivers License (Where applicable). NB: All document certified 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 applying for. For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.

POST 40/19: HEALTH AND SAFETY COORDINATOR REF NO: HRM 44/2018
Nature of contract: Permanent

SALARY: R242 475 plus (SL 07)
CENTRE: Central Office
REQUIREMENTS: An appropriate degree / diploma in Health and Safety Management or an equivalent qualification in Occupational Health and Safety Management. At least 3 years industrial experience in health and Safety Management will be recommendable, must be computer literacy and have good presentation and facilitation skills. Must be willing to work under pressure. Must have a valid drivers’ license.

DUTIES: Ability to conduct risk assessment and hazards identification, he / she must have knowledge and application of OSHAS 1800 and the health and safety act. Must also be able to maintain health and safety system.

ENQUIRES: Ms. ZD Gwala Tel No: 031 716 6700
APPLICATIONS: Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X 9032 Pinetown 3600 Elangeni TVET College, Human Resources’ Management & Development, Central Office 15 Portsmouth Road Pinetown 3600 (Mon-Fri 07:30 – 16:00)

NOTE: Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identify Document, and Drivers License (Where applicable). NB: All document certified 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 applying for.
For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. 
NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.

CLOSING DATE: 22 October 2018 at 16H00
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

CLOSING DATE: 19 October 2018
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department’s Employment Equity Plan. People living with disabilities are encouraged to apply.

OTHER POSTS

POST 40/20: INVESTIGATOR REF NO: Q9/2018/36

SALARY: R242 475 per annum (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)

CENTRE: Provincial Office: Johannesburg (Gauteng)

REQUIREMENTS: A minimum of Grade 12, NQF Level 4 or a relevant diploma/degree in Law Policing, Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration, A valid Code 08 driver’s license and the ability to drive a motor vehicle in that class, Computer literacy, The ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication, Competent and fit to handle a firearm or willing to undergo such a test, Willingness to be on standby and perform overtime duties, Analytical thinking, problem-solving and decision making skills, Client orientation and customer focus, Results-driven.

DUTIES: Receive, register and allocate cases, Attend crime scenes and post-mortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin or victims and other relevant stakeholders regarding progress of investigations, Manage stakeholders, Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID Act, Conduct searches, seizures and collection of evidence, and etcetera, Compile investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to
prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

**ENQUIRIES**
Ms NM Nonyane Tel No: (011) 220 1500

**APPLICATIONS**
 Independent Police Investigative Directorate, Private Bag X25, Johannesburg, 2000 or hand deliver @ Marble Towers Building, 20th floor, No. 208-212 Jeppe Streets, Johannesburg.

**FOR ATTENTION**
Ms M Tshabalala Tel No: (011) 220 1500

**POST 40/21**
PERSONAL ASSISTANT TO CHIEF DIRECTOR: INVESTIGATION AND INFORMATION MANAGEMENT REF NO: Q9/2018/37

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

**CENTRE**
National Office: Pretoria

**REQUIREMENTS**
A Secretarial Diploma or equivalent qualification. Minimum of 3-5 years’ experience in rendering support services to senior management. Advanced proficiency in Ms Word, Ms PowerPoint, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval systems), Sound minute taking and communication skills, telephone etiquette, people skills, as well as general office experience are essential. The ability to act with tact and discretion planning and organizing skills. Knowledge of relevant legislation/policies/prescripts and procedures; as well as basic knowledge on financial administration are vital. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Driver’s license is essential.

**DUTIES**
The successful candidate will be primarily responsible to render personal assistance, including a secretarial support service, to the Chief Director. Rendering administrative support services. Providing support to the Chief Director regarding meetings. Supporting the Chief Director with the administration of the budget of the office. As well as remaining abreast with prescripts/policies/procedures relevant to rendering support to the Chief Director. Receiving and making telephone calls, managing the Chief Director’s diary. Making travel and accommodation arrangements, Coordination of the Chief Director’s Transport and Substance Claims, Ensuring the effective flow of information and documents to and from the office of the Chief Director as well as ensuring the safekeeping of all documentation in the office of the Chief Director. Obtain inputs, collates and compile reports, Arranging meetings and taking minutes, Assists with documents analysis in preparation for meetings, Keep and maintain registers, Maintaining a task list of request into the Chief Director’s office and requests made by the Chief Director, ensuring that these are brought to the attention of people who have to action them and keeping a tracking list of actions. Ensure adherence to brought forward dates, filling, document retrieval and tracking, Organise the cleaning of the Chief Director on a regular basis.

**ENQUIRIES**
Ms Puley Tel No: 012 399 0047

**APPLICATIONS**
Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0002 or hand deliver @ City forum Building, 114 Madiba Streets, Pretoria.

**FOR ATTENTION**
Ms D Kumalo Tel No: 012 399 0038
OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Public Service Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, 0083 or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION: Mr M Mabuza

CLOSING DATE: 09 November 2018, 15h45

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license (with exception of disabled people). Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

OTHER POST

POST 40/22: SUPPLY CHAIN MANAGEMENT OFFICER: ACQUISITION MANAGEMENT REF NO: SCMO: AM/09/2018

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

CENTRE: Head Office, Pretoria

REQUIREMENTS: Ideal candidate profile: 3 year post school qualification National Diploma/Bachelor’s Degree (NQF Level 6/7) in Supply Chain Management / Logistics Management / Purchasing. At least 5 years’ experience in the Supply Chain Management environment, Must have experience in Bid Administration Specifically secretarial support to the Bid Adjudication Committee (BAC) meetings. Knowledge of regulatory framework relating to Supply Chain Management (e.g. Public Finance Management Act, Treasury regulations, Preferential Procurement Policy Framework Act, B-BBEE Act and Practice notes, etc. Must have experience in LOGIS will be appointed as a LOGIS Sub System Controller. Skills and competencies: Organisational and presentation skills, computer literacy (MS Office Suite), accuracy and attention to detail. Good communication skills (written and verbal).

DUTIES: The successful candidate will be responsible for: Acquisition Management Administration of Bid Documents. Compile and prepare documents for the advertisement of bids. Provide administrative support to the Bid Adjudication Committee (BAC) ensure that minutes are captured accurately and recorded. Rendering support to the Bid Evaluation Committee (BEC). Attend BEC meetings as an observer to guide the members on SCM procedures as outlined in SCM prescripts. Rendering of LOGIS Support, approve internal requisitions, and procurement advices (PA) on LOGIS. Human resource management: co-
ordinate, control, monitor and evaluate activities of subordinates.
Determine and provide training.

ENQUIRIES
: Ms A Coetzer Tel No: 012 352 1111
ANNEXURE J

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

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: 19 October 2018 @ 12:00 pm

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

MANAGEMENT ECHELON

POST 40/23: SENIOR SECTOR EXPERT: SOCIAL COHESION, PROTECTION AND GENDER REF NO: 081/2018
Outcome: Social Cohesion, Protection & Gender

SALARY: R1 005 063 - R1 183 932 all-inclusive salary package per annum (Level 13). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible
REQUIREMENTS: A relevant 3-year tertiary qualification (NQF 7) in economics or social sciences with at least 8 years' relevant experience of which 5 years' at MMS (Deputy Director or equivalent). A relevant post-graduate qualification (NQF8) and/or specialist training courses will be an added advantage. Competencies / Skills: The successful candidate will have demonstrated in-depth knowledge of the government’s development priorities and plans in relation to nation building, social cohesion legislative and policy environment in relation to inclusion, stakeholder engagement and facilitation and research. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of related policies and procedures; analytical skills, excellent financial, HR and strategic management skills; good interpersonal relations and communication skills. A sound knowledge of Microsoft Office applications are essential. 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 candidate must be willing to travel.

DUTIES: The successful incumbent will be responsible to coordinate, plan and monitor the Gender and Social Cohesion Sectors. This entails the detailed planning in the Gender, and Social Cohesion Sectors according to the relevant NDP Chapter(s); Active building of development-related coalitions involving governmental and non-governmental agencies, including Public Entities; Monitoring of Sector Reports to Cabinet, Cabinet Committees and Political Principals; providing advice and support the implementation and coordination of Operation Phakisa initiatives where required. Develop analytical reports and policy briefs for Cabinet, Cabinet Committees and Political principals. Ensuring the Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA precripts 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: Mr N Nomlala Tel No: (012) 312-0452

OTHER POST

POST 40/24: SPECIALIST: PLANNING COORDINATION REF NO: 082/2018 (X2 POSTS
Fixed Term Contract Ending 31 March 2019
Chief Directorate: Sector Planning Coordination

REQUIREMENTS:

REQUIREMENTS: An appropriate 3-year tertiary qualification (NQF 6) in the areas of Public Administration/Management, Social Sciences, M&E or equivalent with at least 6 years’ appropriate experience of which 3 years should be in the planning and strategic field 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 skills in Strategic Planning and development planning; In-depth understanding of the NDP, and sector policies and plans should have analytical skills and knowledge of Policy, Budgeting and Planning Frameworks. Should produce good quality of work, be reliable and take initiative. Should have
good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES: The successful candidate will be responsible for facilitating the development of the long and medium term National and Sector Plans and support implementation thereof. This entails leading and facilitating the development of National and Sector Development Plans; Undertake research studies on development aspects of sector plans and developing of sectorial roadmaps towards achieving of long term goals. Assess and evaluate the progress in the medium and short term plans to inform successive planning and liaise, coordinate and collaborate with national, provincial and local stakeholders for sector related matters. 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 K

DEPARTMENT OF PUBLIC WORKS

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

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

FOR ATTENTION: Ms N.P Mudau

CLOSING DATE: 19 October 2018 at 16h00

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

MANAGEMENT ECHELON

POST 40/25: CHIEF DIRECTOR: EXECUTIVE SUPPORT (PMTE) REF NO: 2018/60
    (This position is being re-advertised and candidates who previously applied are encouraged to re-apply)

SALARY: All-inclusive salary package of R1 189 338 per annum. (Total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF level 07) in Public and/or Business Administration or equivalent qualification with applicable courses/experience in strategic business management, operations management and/or programme and project management. Post Graduate (NQF level 08) qualification advantageous; 5 years appropriate or relevant experience at senior management level. Knowledge: Technical knowledge of the built environment industry, applicable legislation, norms and standards related to the built environment industry, and Public Service legislation. Knowledge of the functioning of national, provincial and local government, fundamental economics, structure and functioning of the Department, PMTE, Parliamentary protocol processes, linkages with government clusters, Departmental standards and regulations. Skills: executive management skills, sound analytical and problem identification and solving skills, computer literacy, marketing and liaison, advanced communication, language proficiency, advanced report writing, strategic management, lateral thinking, research methodologies, financial management, advanced interpersonal and diplomacy skills, programme and project management, ability to work effectively and efficiently under sustained pressure, ability to meet tight deadlines whilst delivering excellent results, ability to communicate at all levels, particularly at an executive level, drivers’ license, prepared to travel, willing to adapt work schedule in accordance with professional requirements.
DUTIES : Manage the administration of the Office of the Senior Executive Officer. Engage and interact with the Ministry and Office of the Director-General regarding Cabinet, Parliament and Cluster related issues. Render strategic advice and executive support regarding the development and submission of the strategic documents to the DG and Ministry. Represent the Office of the Senior Executive Officer: PMTE in executive management processes. Participate in TMC, MANCO and HOD Public Works processes. Participate/ensure representation, and manage and assess reports of FOSAD or related committees on behalf of the Senior Executive Officer: PMTE. Provide strategic advice regarding MINMEC and NEDLAC issue. Co-ordinate, integrate and support the involvement of the PMTE in Cluster activities, lobby, advise and interact with professional bodies of the built environment. Facilitation of the response to Parliament questions and other strategic issues. Review, determine impact and provide comments regarding departmental and external submissions addressed to the Senior Executive Officer. Assess audit reports and ensure that the PMTE is providing value for money. Support the analysis and interpretation of built industry norms and standards. Direct the diary of the Senior Executive Officer. Approve administrative matters related to senior managers who report directly to the Senior Executive Officer as required. Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements.

ENQUIRIES : Mr Jacob Maroga Tel No: (012) 406 1901

POST 40/26 : CHIEF DIRECTOR: PLANNING AND PRECINCT DEVELOPMENT REF NO: 2018/61
(This position is being re-advertised and candidates who previously applied are encouraged to re-apply)

SALARY : All-inclusive salary package of R1 189 338 per annum (Total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE : Head Office (Pretoria)

REQUIREMENTS : Undergraduate qualification (NQF level 7) in Town Planning, Quantity Surveying, Architecture, and Construction. Management experience as a professional Town Planner, Quantity Surveyor, Architect, Construction Project Manager or Civil Engineer with extensive managerial experience in the built environment, 5 years’ experience at a Senior Management level. Relevant professional council registration with at least 10 years’ applied post-registration experience in relevant afore-mentioned disciplines. Proven property development skills of 5 years is a prerequisite. Skills: Programme and project management, Financial management, Sound analytical, Strategic planning, Legal compliance, Management, Interpersonal, Communication, Report writing and presentation, Computer literacy, Valid driver’s licence. Knowledge: Proper understanding of Spatial and Land Use Management Environment, Experience in property development, economics and financial feasibilities will be an added advantage, Understanding of Government Development Plans and Programmes, Knowledge of governance and administration prescripts of government.

DUTIES : The main purpose of the position is to strategically plan and develop integrated precincts in urban and rural areas for improved government accommodation and enhanced service delivery in close collaboration with relevant spheres of government. The incumbent will be responsible for: Stakeholder engagement to ensure alignment to IDPS and SDFS for integrated development. Developing and packaging project solutions from planning to inception phase and programme managing precinct delivery. Providing strategic leadership in enhancing the planning for accommodation as per GIAMA Framework and developing and implementing policies and guidelines to support precinct development. Developing and managing all strategic plans as well as business plans
deliverables of the Division. Managing all personnel and professionals in the Division ensuring optimum performance.

**ENQUIRIES**
Mrs Sasa Subban Tel No: (012) 4061790

**POST 40/27**
CHIEF DIRECTOR: LETTING OUT AND UTILISATION REF NO: 2018/62

**SALARY**
R1 189 338 per annum (All Inclusive Salary package: to be structured in accordance with the rules of the Senior Management Services)

**CENTRE**
Head Office (Pretoria)

**REQUIREMENTS**

**DUTIES**
Manage the acquisitions and disposals of existing immovable assets. Manage collection of data for vesting. Update and maintain the assets register for existing immovable assets. Ensure compliance with procedures and legislation. Provide strategic direction on the Disposal (Letting-out of State Owned properties. Develop Business Processes and Disposal Framework. Develop and implement systems that will enhance collection revenue and management of debtors. Ensure that buildings are user-friendly and accessible. Ensure effective administration and performance of buildings for client satisfaction. Ensure economic efficiency in the Department’s leasehold portfolio in line with market trends. Develop and implement risk management strategy. Provide support and guidance to all regions and stakeholders. Ensure compliance to property legislations and policies. Manage the acquisition and utilisation of vacant land. Update and maintain the asset register for vacant land. Develop policy guidelines. Manage property revenue. Efficiently manage all stakeholders; including Inter- governmental and External (Private). Ensure effectiveness of the property asset register. Implement internal control measures. Implement, monitor and manage expenditure. Oversee the development and training of staff. Manage and monitor the budget expenditure of the component. Compile budgetary reports. Provide reports on performance issues. Ensure capacity and sustainability of staff in the component.

**ENQUIRIES**
Mr M Govender Tel No: (012) 406 2195
POST 40/28: CHIEF DIRECTOR: ACQUISITION AND LEASED PROPERTY PORTFOLIO REF NO: 2018/63
(This position is being re-advertised and candidates who previously applied are encouraged to re-apply.)

SALARY: All-inclusive salary package of R1 189 338 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An appropriate Honours Degree in Real Estate Management, Economics, Property Management and Development, Law or Commerce and Management Sciences, Behavioural Science as recognized by SAQA plus extensive experience of which 10 must be at a senior management level in the property, construction/built environments, Learning Fields: Supply Chain Management, Asset Management, Knowledge: Stakeholder management, Business management, Economic management, Property economics, Public Financial Management Act, Cleaning Industry, Supply Chain Management framework, Integrated Facilities Management, Procurement directives and procedures, Project Management, Government Budget procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organizing, Diplomacy skills, Problem solving, Facilitation skills, Effective communication, Personal Attributes: Innovative, Creative, Resourceful, Energetic, Helpful, Negotiating skills, Financial administration, Liaising skills ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadline whilst delivering excellent results, Ability to communicate at all levels, participate at an executive level, People orientated, Able to establish and maintain personal networks, Trustworthy, Assertive, Hard-working, Highly motivated, Ability to work independently, Willing to adapt work schedule in accordance with professional requirement, A valid driver's license, Required to travel.

DUTIES: Manage the acquisition of immovable assets. Ensure compliance to property legislations and policies. Manage lease contracts. Manage stakeholders in the procurement of accommodation for client departments. Manage the lease payments and collection. Manage implementation of property inspections of building considered for leasing. Ensure economic efficiency in the Departments’ leasehold portfolio are in line with market trends. Ensure compliance to property legislations and policies. Develop policy guidelines. Implement long term approaches to revenue management. Implement internal control measures. Implement monitoring and evaluation strategies for the portfolios under management. Create leading benchmarks and practices for lease management. Oversee the development and training of staff. Manage and monitor the budget expenditure of the component. Compile budgetary reports. Provide reports on the performance issues. Ensure capacity and sustainability of staff of the component.

ENQUIRIES: Mr M Govender Tel No: (012) 406 2195

POST 40/29: REGIONAL MANAGER (CHIEF DIRECTOR LEVEL) REF NO: 2018/64
(This position is being re-advertised and applicants who previously applied are encouraged to re-apply.)

SALARY: All-inclusive salary package of R1 189 338 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services).

CENTRE: Cape Town Regional Office

REQUIREMENTS: An Undergraduate qualification (NQF Level 7) in the Property, Built Environment discipline, or Management Science, Behavioural Science or law coupled with 5 years relevant experience at senior management level, Extensive experience in property management, asset investment

**DUTIES**

Take responsibility for the overall management of the Regional office. Effectively manage the capital and maintenance budget to promote Black Economic Empowerment. Support development and empowerment initiatives of Government and DPW in particular. Effectively implement construction projects on behalf of client departments. Provide office accommodation to client Departments. Participate in intergovernmental forums and regularly review programmes and report on progress. Ensure financial management of the Region. Develop, review and implement the Region’s Business plan in line with the strategic plan. Ensure implementation of the departmental strategic plan in the Regional office. Manage the implementation of the Department’s operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/customer and stakeholder relations, property management, people management and financial management.

**ENQUIRIES**

Mr Jacob Maroga Tel No: (012) 406 1901

**POST 40/30**

CHIEF DIRECTOR: IAR PROJECTS, DATA ADMINISTRATION & CONCURRENT MANDATE REF NO: 2018/65

(24 Months Contract)

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

**SALARY**

All-inclusive salary package of R1 189 338 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Senior Management level. Knowledge of Framework for supply chain management, structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver’s Licence, Computer literacy, Decision making skills, Ability to work under pressure, Negotiation skills, Excellent interpersonal skills and Communication skills, Good Verbal and written communication Skills, Ability to work under pressure and deadline driven.

**DUTIES**

Oversee the development and maintenance of the Immovable Asset Registry related data and systems to ensure accuracy, completeness and quality of the database. Ensure that the Immovable Asset Register is in compliance with PFMA, GIAMA and National Treasury’s Immovable Asset Guide. Oversee the execution of projects required to ensure IAR is always compliant and in line with industry practise. Ensure that the Immovable Asset Register is compliant with the Concurrent Mandate by providing guidance and support to other National and Provincial custodians of Immovable Asset Registers. Oversee the management, development and implementation of related prescripts and essential policies and procedures. Ensure appropriate support is provided to the
Operation Bring Back Project. Provide advisory support to Management on asset register. Manage budget and expenditure of the component efficiently. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements. Manage the training and development needs for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets.

ENQUIRIES : Ms. Swanzie Matthews, at Tel No: (012) 406 2074 / 1143

POST 40/31 : CHIEF DIRECTOR: FACILITIES PROGRAMME MANAGEMENT REF NO: 2018/66

SALARY : All-inclusive salary package of R1 189 338 per annum (Total package to be structured in accordance with the rules of the Senior Management Services).


DUTIES : Lead the development of facilities management contracts:-Oversee the development of facilities contract management guidelines, norms & standard, policies and strategies to ensure compliance with procurement procedures and legislation; Oversee the preparation, analysis, negotiation and review of contracts for facilities management services; Oversee the development of service level agreement and key performance indicators for facilities management contracts; Lead the development of technical specifications and standards for technical contracts:- Oversee the development of User Asset Management Plans (U-AMP); Oversee the development of strategies, policies and master portfolio; Ensure liaising with external service providers with regard to new technologies; Oversee the development of templates and forms for regional offices; training manuals; engineering procedures & standards and engineering specifications; Ensure the development and implementation of systems for management of maintenance. Lead the implementation of facilities management & maintenance services:- Ensure the development and implementation of policies and strategies; Oversee the implementation of facilities managements minor and major maintenance projects; Ensure the development and implementation of monitoring of quality standards of all projects; Develop and coordinate the implementation of schedule for on-going planned maintenance across asset portfolio.

ENQUIRIES : Ms N Makhubele Tel No: (012) 406 1623

POST 40/32 : DIRECTOR: STRATEGY & OPERATIONS (PMTE) REF NO: 2018/67

SALARY : All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management Service).

CENTRE : Head Office (Pretoria)
REQUIREMENTS: An undergraduate qualification (NQF level 07) in Business and/or Strategic Management or equivalent qualification with applicable courses/experience in strategic business management, operations management and/or programme and project management. Post Graduate (NQF level 08) qualification advantageous, 5 years appropriate or relevant experience at middle/senior management level. Knowledge: Knowledge of Strategic Management Processes, Government budget procedure/timeframes (MTEF) and government planning processes. Relevant Public Service legislation, Financial management and administration. Knowledge and understanding of programme and business management. Skills: sound analytical and problem identification and solving skills, information and knowledge management, computer literacy, advanced communication, language proficiency, advanced report writing, strategic management, lateral thinking, research methodologies, financial management, programme and project management, planning and coordination; presentation and facilitation, innovative and creative, ability to work effectively and efficiently under sustained pressure, ability to meet tight deadlines whilst delivering excellent results, ability to communicate at all levels, drivers’ license, prepared to travel, willing to adapt work schedule in accordance with professional requirements.

DUTIES: Providing ongoing strategic and operations support to the Head and Divisional Heads of the PMTE to ensure seamless delivery across all business units. Facilitate and manage the development of the strategic plans and ensure the cascading of strategic goals and objectives into operational and support plans and programmes. Monitoring and evaluating strategy implementation and performance in line with annual performance plans and budgets. Provide business planning support to Head Office and Regional components. Undertake environmental assessments, provide strategic advice and support regarding PMTE service delivery. Direct all PMTE strategic inputs to the Accounting Officer, Executive Authority, Clusters, Cabinet and Parliament, ensuring editorial accuracy, quality, integrity, and compliance with relevant guidelines and legislation. Lead the Efficiency Enhancement Initiatives for the PMTE and align the implementation of Strategic and Business Improvement Interventions. Coordinate the continuous enhancement and review of management processes related to the PMTE. Provide technical support to the Senior Executive Officer for all stakeholder engagements on an on-going basis. Prepare all presentations to be made by the Senior Executive Officer to key stakeholders.

ENQUIRIES: Mr Jacob Maroga Tel No: (012) 406 1901

POST 40/33: DIRECTOR: PROGRAMME MANAGEMENT OFFICE (PMTE) REF NO: 2018/68

SALARY: All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the senior Management service)

CENTRE REQUIREMENTS: An undergraduate qualification (NQF Level 7) in a Built Environment discipline and/or Project Management or equivalent qualification with courses/experience in programme and project management. Post Graduate (NQF level 08) qualification advantageous, 5 years appropriate or relevant experience at middle/senior management level. Extensive experience in programme and project management. Knowledge: Project Management techniques, methodologies and tools, Change Management and Turnaround Expertise, Knowledge and understanding of IDMS and SIPDM, Knowledge of relevant Public Service legislation, Knowledge of the built environment industry, applicable legislation, norms and standards related to the built environment industry. Skills: programme management, client relations, strong communication skills, both written and verbal, good interpersonal skills, computer literate,
knowledge of construction project management, property management and facilities management, ability to work effectively and efficiently under sustained pressure, ability to meet tight deadlines whilst delivering excellent results, ability to communicate at all levels, drivers’ license, prepared to travel, willing to adapt work schedule in accordance with professional requirements.

**DUTIES**: Coordinate the implementation of all PMTE programmes and Turnaround initiatives and interventions. Conceptualise, develop and coordinate PMTE Business Improvement initiatives MOU’s, SLA’s, and other agreements. Monitoring implementation against scope, goals and deliverables of projects and report to senior management and stakeholders. Technically support special PMTE programmes and Client Relations Management. Manage and consolidate information from Divisions and Programmes to meet administrative and governance compliance requirements for PMTE. Manage the IDMS implementation for DPW sector, entities and client departments. Ensure organizational improvement through the use of standardized processes. Manage and update Standard Operating Procedures for PMTE in line with new circulars, regulations and directives. Manage and coordinate development and empowerment initiatives of Government and DPW in particular contractor and property incubation and development programmes.

**ENQUIRIES**: Mr Peter Chiapasco Tel No: (012) 406 1063

**POST 40/34**: DIRECTOR: FINANCE REVENUE AND DEBT MANAGEMENT REF NO: 2018/69
(24 Months Contract)
(This position is being re-advertised and applicants who previously applied are encouraged to re-apply.)

**SALARY**: All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the senior Management service)

**CENTRE**: Head Office (Pretoria)

**REQUIREMENTS**: An Undergraduate qualification (NQF Level 7) in Financial Accounting/Financial Management or relevant qualification (post finance qualification will be added advantage) and 5 years’ experience at middle managerial level in financial accounting and reporting. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, General Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP), Public Service Regulations. Skills: Analytical thinker. Good planning and organising. Ability to work under pressure. Be creative and innovative. Ability to communicate at all levels.

**DUTIES**: Design, implement and maintain the Directorate’s strategic plans. Lead and provide direction towards realising the Department’s strategic plans. Develop, implement and monitor detailed audit action plans. Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals. Effectively manage accounts receivables (ensure all invoices are recovered timeously) as well as implement and maintain debt risk management system. Ensure that all clients are timely billed. Ensure all disputed claims are resolved and recovered. Manage the compilation of accounts receivable financial reports. Collate all sub-directorates’ financial reports, including regions. Manage the compilation of financial reports and GRAP accounting of leases. Provide management support to the line manager with compilation of annual financial statements. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Compile and present reports on the functioning of the Directorate.

**ENQUIRIES**: Ms S Ngamlana Tel No: (012) 406 1221
POST 40/35: DIRECTOR: FINANCE (X2 POSTS)

SALARY: All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Johannesburg Regional Office Ref No: 2018/70A (X1 Post)
Pretoria Regional Office Ref No: 2018/70B (X1 Post)

REQUIREMENTS: Undergraduate qualification (NQF level 7) in Accounting/ Financial Management or equivalent qualification plus 5 years middle/senior management experience in Finance or relevant field; Financial Management; Financial Accounting; Change Management; Essentials of budget formulation. Willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Public Service Regulations; National Treasury regulations, guidelines and directives (MTEF, ENE); preferential procurement policy; Government supply chain management framework; Government Budget systems and procedures; Government Financial Systems (PERSAL, PMIS, WCS, LOGIS, SAGE); Financial prescripts (GAAP and GRAP). Skills: Planning and organizing; Problem solving; Analytical thinking; Interpersonal and diplomacy; Ability to conduct research and gathering of information; Ability to work on specific time-frames; Report writing; Management skills; Numeric skills; Advanced computer skills. Personal Attributes: Creative; Dedicated; Approachable; Hard-working; Trustworthy; Ability to communicate at all levels.

DUTIES: Manage the implementation and monitoring of Financial guidelines, processes, standards and strategies: Make recommendations for changes and improvements to existing financial guidelines, standards, policies, procedures and other applicable legislations; Ensure the development and implementation of support tools; Provide advice and guidance in various matters in relation to the Financial guidelines; Monitor, evaluate and report on the implementation progress. Manage financial accounting and reporting; Manage account receivable and accounts payable (ensure all invoices are paid within 30 days); Prepare financial statements and submit to Head Office; Manage bookkeeping and financial accounting services; Manage and coordinate clients billing and collection of revenue. Manage, monitor and report on clients billing system; Manage the budget and planning function for the region. Manage the collection and collation of budget inputs for budget planning and control; undertake detailed researches on matters pertaining to budget management; analyse inputs related to Medium Term Expenditure Framework; oversee allocation of budgets according to components and financial years; undertake quarterly reviews on the management of budget allocated to components; ensure that Regional expenditure is in accordance with its budget allocations; ensure that operational plans are aligned to the budget and strategic objectives; manage and regularly report on budget and cash flow; Identify financial trends and opportunities for businesses processes improvement; ensure month end procedures are performed within required deadlines, including clearing of suspense accounts, submission of compliance certificates. Maintain a sound financial governance and processes:- Prevent, detect and report the irregular expenditure, fruitless and wasteful expenditure and unauthorized expenditure; Ensure that sound internal controls and reporting systems are in place; Provide secretariat support to Technical Advisory Committee; Ensure compliance to Public Finance Management Act through audit plans and spot-checks; monitor adherence to all internal policies and practices; regularly interact with role-players on an individual basis to emphasise compliance; ensure the all financial records are in compliance with financial policies, regulations, manuals, directives, act, etc. And accounting standards before any transaction can be effected either manually or on-line; ensure that sound internal controls and reporting systems are in place; The effective management of the directorate-Manage all the resources allocated to the directorate;
Develop and maintain continuous communication with stakeholders; Ensure good performance through performance reviews; Ensure staff are fully trained to achieve good performance; Ensure timeous responses to client’s needs/requests/queries. The designing, implementation and maintenance of directorates’ strategic plan - develop detailed strategic action plans; establish, implement and maintain performance measurers.

ENQUIRIES : Mr M Sithole Tel No: (012) 406 1698

POST 40/36 : DIRECTOR: ACQUISITION MANAGEMENT (PROPERTY AND FACILITIES MANAGEMENT) (SCM) REF NO: 2018/71

SALARY : All Inclusive salary Package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in either Supply Chain Management, Public Administration, Economic Management Sciences or related Property and Facilities Management and five (5) years experiences at Middle/Senior management level. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes; Financial management and systems. Skills: Strategic management; programme and project management; senior management skills; sound analytical and problem identification and solving skills; computer literacy; numeracy; relationship management; interpersonal and diplomacy skills; decision making skills; motivational skills; presentation skills; negotiation skills; advanced communication skills (including report writing); Personal Attributes: Ability to interact with clients and stakeholders in a 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. Drivers’ license; willing to adapt work schedule in accordance with professional requirements.

DUTIES : Design, implement and manage the procurement model - research and design procurement processes; design, develop and manage the Departmental procurement model; ensure compliance with the Framework for Supply Chain Management; establish and manage the Supplier Register; manage procurement processes related to: Built Environment (Capital and Maintenance); Asset Management (Leasing, Acquisition and Disposal); and Provisioning Administration; manage the Bid Committee process; ensure adherence to prescripts of the Construction Industry Development Board in the case of a bid relating to the construction industry; provide advice regarding the appointment of consultants according to instructions and selection methods. Provide procurement-related support and development-develop, implement and maintain related policies and procedures; monitor and evaluate compliance of procurement processes with relevant policies and procedures; analyse and report on Black Economic Empowerment and development programmes; maintain and report statistics on the procurement model; implement and maintain a system for reporting and evaluation of procurement awards; provide advisory support to management on the implementation of the most appropriate procurement methods, when such expertise is required; provide operational support,
related training and development; communicate with industry suppliers regarding the procurement model; liaise and interact with other state institutions regarding the procurement. Manage the Directorate-manage office administration services; manage human resource, equipment and finances; manage employment-related processes. Design and implement measures to eliminate fraud and corruption within SCM processes.

ENQUIRIES: Mr R Naidoo Tel No: (012) 406 1191

POST 40/37: DIRECTOR: SUPPLY CHAIN MANAGEMENT (X3 POSTS)

SALARY: All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Durban Regional Office Ref No: 2018/72A (X1 Post)
Pretoria Regional Office Ref No: 2018/72B (X1 Post)
Cape Town Regional Office Ref No: 2018/72C (X1 Post)

REQUIREMENTS: An Undergraduate qualification (NQF level 7) in either Supply Chain Management, Public Administration, Economic Management Sciences or Built Environment Profession and five (5) years experiences at Middle/Senior management level in Supply Chain Management; Movable Assets Management; Provisioning Administration; LOGIS; BAS Procurement; GMC/CMC/SIPDM/SLPPPS. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes; Financial management and systems. Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing; Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful; Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.

DUTIES: Manage the development and implementation of and update policies and strategies: Make recommendations for changes and improvements to existing standards, policies, and procedures; Manage the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures; Manage and control the demand function in relation to goods and services, infrastructure demand and property demand: Manage the Demand Management process; Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives and Preferential Procurement Regulations; Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Manage and control the acquisition function in relation to goods and services, infrastructure and property: Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes; Ensure that integrity of all procurement functions is maintained; Manage the establishment of the bid specification, bid evaluation and bid adjudication committees; Oversee the proper functioning of the committees; Chair the Sub-Bid Adjudication Committee meetings; Report on the performance of the committees; Manage contracts by ensuring supplier compliance and
performance is monitored, managed and reported for corrective measures. The management of logistic support services:- Ensure implementation in compliance with the Framework for Supply Chain Management; Manage the procurement of assets, supplies and services; Manage the vehicle fleet; Manage transport and travelling; Manage Auxiliary Services and Archives; Establish and manage service level agreements with service providers. Manage and control the movable assets and maintain accurate and complete movable asset register: Put in place monitoring controls for movement of assets; Ensure that proper procedures are followed with the movement of assets; Implement effective systems of movable assets verification within the Region; Maintain the movable assets register on the system; Compile moveable asset acquisition, disposal and maintenance plans; Ensure that maintenance information is registered on systems; Manage and monitor the warranties and guarantees of moveable assets; Ensure that maintenance information is registered on systems; Ensure the effective and efficient disposal of movable assets; Manage financial reporting processes on movable assets. Design and implement measures to eliminate fraud and corruption within SCM processes.

**ENQUIRIES**
Mr R Naidoo Tel No: (012) 406 1191

**POST 40/38**
DIRECTOR, PORTFOLIO PERFORMANCE AND MONITORING,
(DEPARTMENT OF CORRECTIONAL SERVICES AND DAFF REF NO: 2018/73 (X2 POSTS))

**SALARY**
All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE**
Head Office (Pretoria)

**REQUIREMENTS**

**DUTIES**
The incumbent will be responsible for immovable asset management functions within the department with the following key result areas in accordance with approved Strategic Plan, Annual Performance Plan and Business Plan: Oversee the development and review of property strategies. Develop and review of Custodian Asset (immovable) Management Plans. Develop Infrastructure Implementation Programmes to address user departments’ and custodian’s accommodation requirements. Programme Management of Infrastructure Implementation Programmes. Facilitate the assessment of the performance of Immovable Assets. Prioritise investment solutions in line with life cycle asset (immovable) management principles. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Exercise custodial activities on immovable assets. Develop Immovable Asset Management policies, strategies and guidelines. Manage the identification, evaluation, and management and implementation control of risks. Manage Asset Performance Reports. Ensure optimal utilisation and performance of assets. Provide management support to the unit/section.

**ENQUIRIES**
Ms M Tshabalala Tel No: 012 406 1915
POST 40/39 : DIRECTOR: INDUSTRY RESEARCH REF NO: 2018/74

SALARY : All Inclusive salary Package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE REQUIREMENTS : Head Office (Pretoria)

REQUIREMENTS : An Undergraduate qualification (NQF level7) in the Built Environment, Commerce, Finance, Business Administration or any other relevant analytical qualification and five (5) years experiences at Middle/Senior management level. Property development and management; Public works programmes; Portfolio Analysis; Policy Research. Knowledge: Understanding of government socio-economic policies and principles; In-depth understanding of the built environment; Understanding of the property and construction environment; Property and facilities management; Financial Management; Financial Modelling; Investment Management; Risk Management; Programme and Project planning; Market research; Property Economics; Reporting procedures. Skills: ICT efficient; Good verbal and written communication; Programme and project management; Relationship management; Negotiation; Problem solving; Numeracy; Analytical thinking; Advanced and technical report writing; Decision making skills; Advanced interpersonal and diplomacy skills; Motivational skills; Policy formulation; Organising and planning; Conflict management; Time management. Personal Attributes: Creative; Ability to communicate at all levels; Ability to work under stressful situations; Assertive; Self-motivated; People orientated; Hard-working; Trustworthy; Facilitation. Driver’s license; must be prepared to travel.

DUTIES : Research and analysis of economic and social, industry, market and internal trends; Research and reports on asset management best practices; Interact with public and private organisations and keep abreast of emerging innovations and trends in asset management; Support asset management planning and performance management; Provide advisory services to various stakeholders. Provide framework/guidance and manage the development and implementation of data management: Introduce effective data management procedures; Explore effective asset data maintenance and assurance procedures to ensure that data quality is maintained; Explore ways of ensuring that users have adequate access to the data; Research on the immediate improvements in the availability and accessibility of reliable data; Establishment of an integrated, reliable database; Provide framework/ guidance and manage the development and implementation of analytical tools, models and best practice investment related policies: Identify and examine analytical tools and methodologies that assist various PMTE units in planning, operations and decision making; Development and implementation of relevant analytical tools for the various PMTE units; Research and recommend software that could assist PMTE to carry out investment decisions; Development and recommend certain fit-for-purpose investment related policies based on best practise; The provision of business innovation intelligence and strategy for the trading entity Suggest income generating asset class strategies for implementation by the trading entry; Commission and navigate study on identifying and capitalizing hidden assets; Comparative research and analysis to identify investment opportunities; Work with other institutions to leverage off latest innovations. Provide framework/ guidance and portfolio performance analysis; Periodic Reports on the state of the State’s property portfolio; Establishment of performance benchmarks and standards; Periodic Reports on performance against benchmark analysis; The effective management of the directorate: Managing all the resources allocated to the chief directorate financial planning; Ensuring effective and efficient utilization of all resources allocated to the unit; Compiling and presenting reports on the functioning of the chief directorate. Contributing to the strategic input and the overall management of the department. Managing and directing subordinates. Preparing annual budget.
ENQUIRIES : Mr H Ndlovu Tel No: 012 406 1888

POST 40/40 : DIRECTOR: ARCHITECTURAL SERVICES (TECHNICAL SERVICES) REF NO: 2018/75

SALARY : All-inclusive salary package R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE :

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Architecture. At least 10 years practical experience and registered with SACAP as a professional architect five years relevant experiences at Middle/senior Management level Valid Drivers’ license, prepared to travel. A Master degree in Architectural Services will serve as an added advantage. Knowledge: Architectural design within the infrastructure planning and, construction, procurement system Architectural legislations, Architectural norms and standards, Occupational and health standards, Contract management, Technical knowledge of the general built environment. Skills and Experience: Co-ordinate design and integrate across disciplines Utilisation of Industry standard Architectural related Computer Packages Programme and Project Management skills Effective communication, Computer literacy, Organisation and planning, Problem solving skills and solution orientated, Decision making skills, Mentoring ability Financial and Budget Management skills.


ENQUIRIES : Mrs Sasa Subban Tel No: (012) 4061790

POST 40/41 : DIRECTOR: QUANTITY SURVEYING: TECHNICAL SERVICES REF NO: 2018/76

SALARY : All-inclusive salary package R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE :

REQUIREMENTS : An undergraduate qualification ( NQF level 7) in Quantity Surveying with minimum 10 years relevant experience and five years’ experience at a middle/senior management level. Registration with the Quantity Surveying Professional body (ASAQS). A valid Driver’s licence. Must be able to travel. Knowledge: Quantity surveying legislation policies and standards and indices. Technical knowledge of the general built environment Contract management, Quantity surveying methods and practices, Public Financial Management Act, Cost management, Risk management. Skills and Experience: Advanced communication, Programme and project management, Utilisation of Industry standard Quantity Surveying Packages and Programme, Computer literacy,
Organisation and planning, Problem solving skills and solution orientated, 
Decision making skills, Mentoring ability Financial and Budget Management skills.

**DUTIES**: 
- Develop, manage and maintain quantity surveying related policies, 
aligned to best practice methods and standards -  Develop and maintain 
building cost database in alignment to the industry norms. Assist with 
the development of building cost and space norms and quantification thereof; 
including costing of accommodation solutions towards as MTEC budget 
framework requirements and project proposals Prepare reports on 
projected costs for feasibility of projects. Develop financial models for 
various implementation methods towards cost effective accommodation 
solutions. Advice and support project managers on Quantity Surveying 
related matters. Verify building cost estimates; Prepare cost estimates on 
designs and design changes. Financial management of the Directorate’s 
budget. Management of the Human Resources of the Directorate, 
including development and management of Directorates Business plans 
for improved service delivery, Ensure mentoring and development of 
young Quantity Surveying Professionals and facilitate skills transfer.

**ENQUIRIES**: 
Mrs Sasa Subban Tel No: (012) 4061790

**POST 40/42**: 
DIRECTOR: CONSTRUCTION PROJECT MANAGEMENT REF NO: 
2018/77
(This position is being re-advertised and applicants who previously 
applied are encouraged to re-apply.)

**SALARY**: 
All-inclusive salary package of R1 005 063 per annum. (Total package to 
be structured in accordance with the rules of the Senior Management 
service)

**CENTRE**: 
Head Office (Pretoria)

**REQUIREMENTS**: 
An Undergraduate qualification (NQF level 7) in the Engineering fields, 
Construction Management, Architecture, Quantity Surveying or Town 
Planning or any built environment qualifications as recognized by SAQA. 
Relevant experiences in the built environment coupled with 5 years 
managerial experience at Middle/Senior Management level. Professional 
Registration in Project Management such as PMP or PRCPM will serve 
as an advantage. Skills: Management skills, Advanced report writing, 
Advanced communication, Language proficiency, Computer utilisation, 
Analytical thinking, Facilitation skills, Programme and project 
management skills. Conflict management, Sound analytical and problem 
identification and solving skills. Knowledge and understanding of 
legislation pertaining to the construction industry e.g. Preferential 
Procurement Policy Framework Act (PPPFA). Client relations, Financial 
management, Contract management, Programme and project 
management, Information management, Public Finance Management 
Act, Technical knowledge of the built environment, Construction 
regulations, Project execution in a Political Environment, Procurement 
processes and systems. A valid driver’s licence. Required to travel 
extensively.

**DUTIES**: 
Manage the prioritisation of projects of the Department. Provide inputs to 
Client Departments on conceptualisation of projects. Manage design, 
planning, documentation processes and milestones. Design and 
implement project management methodologies for the projects’ life-cycle. 
Provide input for the Departmental strategy formulation. Manage the 
appointment of consultants and contractors. Manage the decentralisation 
of RAMP to Regional Offices. Ensure the implementation of RAMP in 
Regional Offices. Co-ordinate project implementation in regional offices. 
Provide strategic support to RAMP activities. Develop a holistic 
maintenance on RAMP programmes. Compile a Consolidated report on 
RAMP activities. Manage project costs to ensure the delivery of projects 
within costs and budget. Receive, verify, process and make 
recommendations regarding consultant and contractor payments. Ensure 
payment of service providers. Manage the maintenance of data integrity
on WCS. Monitor the budget and expenditures. Manage, monitor and evaluate the performance of projects. Ensure capacity and sustainability of human resources. Provide reports on branch performance issues.

**ENQUIRIES**

Mr B Mokhothu Tel No: (012) 406 1995

**NOTE**

The incumbent is responsible for managing the Construction Projects Directorate within the Construction Project Management Branch.

**POST 40/43**

**DIRECTOR: ELECTRICAL ENGINEERING REF NO: 2018/78**

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

**SALARY**

All-inclusive salary package of R1 005 063 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 7) in Electrical Engineering as recognized by SAQA. Relevant experiences in the built environment coupled with 5 years managerial experience at Middle/Senior Management level. Compulsory Professional Registration with ECSA as Pr Eng or Pr Engineering Technologist in Electrical Engineering. Skills: Knowledge and understanding of legislation pertaining to the Electrical and Construction industry. Computer Literacy, Planning and Organising, Problem solving, Analytical thinking, Numeric skills, Decision making, Advanced communication, Conflict management, Interpersonal skills, Time management, Motivational skills, Engineering and Project Management and Willing to adapt to working schedule in accordance with office requirements. Conducting site surveys, preparation of engineering scope, preparation of technical specification and understanding of HAZOP. Drivers licence. Required to travel extensively.

**DUTIES**

The management of electrical engineering activities on building projects - provide expert advice on electrical safety and risk management. Ensure technical hands-on specialised support to Project Managers in evaluating the effectiveness and efficiency of proposed electrical engineering designs, maintenance of operational agreements between client departments and Department of Public Works. Manage cost efficiency of electrical engineering projects and life cycle costing. Ensure compliance to OHSAct in installation of electrical appliances. Manage the evaluation of installation activities to ensure that the designs and specifications are executed and performed to acceptable standards and that are installed according to specifications. Ensure that legal and environmental requirements are adhered to during the execution of projects, apply and maintain norms, standards and cost matters relating to projects. Assist legal services with contractual matters relating to mechanical contracts. Provide assistance on water conservation and energy efficiency on projects. Ensure that electrically installed equipment’s are installed according to the client’s need. Work closely with project managers, Quantity Surveyors, Engineers and Architects. The provision of assistance with recruitment of electrical engineering consultants - make recommendations for consultant’s recruitment on building projects. Manage the review and evaluation of electrical engineering consultants’ designs, drawings, details and tender documentation against best practice norms as applicable to new, rehabilitation and/or maintenance contracts and ensure compliance with departmental requirements. Assist with appointment processes of consultants, monitor, and guide and supervise consultants on building project. Ensure timeous and correct payment of consultants. Review electrical survey reports. Assist with establishing and maintaining consultant database. The management of the Directorate - provide reports on Human Resources Management performance. Oversee development of staff. Monitor the budget and expenditures within the directorate.

**ENQUIRIES**

Mr. B Mokhothu Tel No: (012) 406 1995
NOTE: The incumbent is responsible for managing Electrical Engineering Directorate for the Construction Project Management Branch.

POST 40/44: DIRECTOR: CHEMICAL, WATER CARE MANAGEMENT REF NO: 2018/79

SALARY: All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Water Engineering, Chemical Analysis, or Water Utilisation Engineering, Built Environment or related qualification and five (5) years relevant experience at a middle/senior management level. Compulsory Professional Registration with ECSA as PrEng or Pr Technologist in Civil or Chemical Engineering. Knowledge: Water Act, Water Services Act, National Environmental Management Act, Environmental Conservation Act; Public Finance Management Act; Occupational Health and Safety Act; General built environment; Technical knowledge of the civil engineering industry; SANS codes of practice for civil engineering projects; Best practices within the Water Management. Skills: Ability to undertake critical review/analysis and provide technical advice. Ability to maintain integrity of confidential information, Financial administration, Computer literacy, Programme and project management, Drivers' license; Must be prepared to travel.

DUTIES: The effective management of water management laboratory and undertake water and waste water plant inspection service- determine best practices, design parameters and quality standards; ensure adherence at all times to all policies and guidelines on water treatment. Manage the collection of water and sewage effluent from plants; ensure that all portable waters to be tested are correctly labelled; oversee the implementation of Water Act within the department; supervise the testing of water and sewage effluent collected; ensure that all water and waste water plants are registered in terms on the Water Act; ensure optimal use and oversee maintenance of water management laboratory. The provision of professionals advisory services with regard to hydrological services- investigate and advise on best practice and guidelines on water purification; provide guidance regarding standards, guidelines and technical advice; develop, implement and monitor the execution of water technology related policies; provide technical support with the assessment of water and waste water treatment plants; ensure compliance with applicable legislation and regulatory requirements; provide technical support on water and waste water treatment plants safety management programme; undertake the overall training and development of manuals on water management. The effective management of service providers - oversee the handing over of projects to service providers; oversee the development of Service Level Agreements; ensure that the delivery of projects is within scheduled timeframes and financial allocations; ensure that service providers transfer skill to the departments' personnel. The effective management of the directorate- manage the services of consultants and other service providers manage the facilitation of water management training sessions and workshops; ensure that the water management section is managed in accordance with good cooperate governance; ensure that all commitments related to the sub-directorate are properly recorded; manage the distribution and transfer of skills; manage all financial resources allocated to the sub-directorate; manage all human resources related activities attached to the sub-directorate.

ENQUIRIES: Mr B Mokhothu Tel No: 012 406 1995
POST 40/45: DIRECTOR: GEOTECHNICAL ENGINEERING (GEOTECHNICAL
DOLomite) REF NO: 2018/80

SALARY: All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Head Office (Pretoria)


DUTIES: The management of geotechnical investigations on founding conditions - Manage the analysis of earth and soil samples from building sites; compile and register samples on the sample receiving forma; ensure that tests are conducted on the samples collected; Quality assure the interpreted test results; Provide test reports. The provision of management and advisory services on Geotechnical related activities - provide guidance regarding standards, guidelines and technical advice; support and assess geotechnical design reviews; provide support and advice regarding dam safety and dolomite risk management; determine best practices, design parameters and quality standards; develop and maintain manuals and guidelines. The management of the Directorate - provide reports on Human Resources Management performance; oversee development of staff; monitor the budget and expenditures within the directorate.

ENQUIRIES: Mr B Mokhothu Tel No: 012 406 1995

POST 40/46: DIRECTOR: PROJECTS REF NO: 2018/81 (X1 POST)

SALARY: All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Port Elizabeth Office

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in the Built Environment or equivalent and five years’ experience at middle managerial level with relevant experience in the built environment. Skills: Management skills, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Facilitation skills, Programme and project management skills, Conflict management, Sound analytical and problem identification and solving skills. Knowledge: Client relations, Financial management, Contract management, Programme and project management, Information management, Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Political Environment, Procurement processes and systems.

DUTIES: Manage the prioritisation of special and diplomatic projects of the Department. Provide inputs to Client Departments on conceptualisation of special major projects. Manage design, planning and documentation processes and milestones. Design and implement project management methodologies for the projects’ life-cycle. Provide input for the Departmental strategy formulation. Manage the appointment of consultants. Manage the decentralisation of RAMP to Regional Offices. Ensure the implementation of RAMP in Regional Offices. Co-ordinate special projects in regional offices. Provide strategic support to RAMP activities. Develop a holistic maintenance on RAMP programmes.
Compile a consolidated report on RAMP activities. Manage project costs to ensure the delivery of projects within costs and budget. Receive, verify, process and make recommendations regarding consultant and contractor payments. Ensure timeous payment of service providers. Manage the maintenance of data integrity on WCS. Monitor the budget and expenditures of the component. Manage, monitor and evaluate the performance on the unit. Ensure capacity and sustainability of staff of the component. Provide reports on branch performance issues.

ENQUIRIES: Mr B Mokothu Tel No: 012 406 1995

POST 40/47: DIRECTOR: PROPERTY MANAGEMENT (VACANT LAND) REF NO: 2018/82

SALARY: All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An Undergraduate qualification (NQF level 7) in Real Estate Management/ Asset Management, or related qualification and five (5) years relevant experience at middle/ senior management relevant work experience in Asset Management/ Property/ Facilities Management. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Effective communication skills; advanced report writing skills; computer literacy; policy analysis and development; presentation skills. Ability to work under pressure; ability to communicate at all levels; Must be prepared to travel; a valid driver’s licence. Willing to adapt work schedule in accordance with professional requirements.

DUTIES: Effective management of Departments’ property - provide guidelines and inputs on drafting plans regarding immovable assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments’ leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments’ property; manage capturing of revenue and expenditure of all state owned and leased property in proper information. Maintenance and Updating of the Fixed Asset Register; conduct property audits on the system; check debtors reports on the system; verify debtors monthly schedule; respond to and resolve audit queries; compile monthly expenditure reports. Management of private tenants- manage private tenants occupying State-owned property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of vacant and unimproved State properties- monitor maintenance of vacant and unimproved state property; ensure security for vacant properties; supervise property maintenance operations; ensures the implementation of reconditioning of unimproved properties; manage the periodic inventory of building contents and property condition. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component.

ENQUIRIES: Mr M Govender Tel No: (012) 406-2195

POST 40/48: DIRECTOR: PROPERTY PAYMENTS REF NO: 2018/83

SALARY: All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Head Office

REQUIREMENTS: An Undergraduate qualification (NQF level 7) in Real Estate Management/Property Management other related qualification and five (5) years relevant experience on Middle/Senior level in Asset Management/
Property/Facilities Management. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Advanced report writing skills; computer literacy; policy analysis and development, presentation skills. Ability to work under pressure; ability to communicate at all levels; analytical thinking; Must be prepared to travel; a valid driver’s licence. Willing to adapt work schedule in accordance with professional requirements.

**DUTIES**

The development of policy guidelines; provide guidelines and inputs on drafting plans regarding payments and revenue; develop internal control measures; reconciliation of revenue and expenditure of all property. Development of business processes. Manage the implementation of strategies for property payments; develop and implement impact assessment and sustainability protocols for property payments; monitor long term approaches to revenue management. The management of property payments and revenues-effective implementation of the property expenditure management system; manage property revenues; ensure effectiveness of the Property Asset Register; authorise creditors payments; authorise the creditors and customer master file; manage litigation and/or arbitration related to property payments and revenue. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component. Provide adequate development and training for all staff in leasing environment.

**ENQUIRIES**

Mr M Govender Tel No: (012) 406-2195

**POST 40/49**

**DIRECTOR: ACQUISITION AND LEASING REF NO: 2018/84**

**SALARY**

All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

An Undergraduate degree (NQF level7) in Property Management, Financial Management or Legal Studies or Business Studies or other related field, with relevant experience in the property management and five (5) years experiences at Middle/Senior management level, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage, Willingness to travel, Valid unendorsed driver’s licence. Knowledge: Broad-Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply Chain Management Framework, Preferential Procurement Policy Framework, State Land Disposal Act, Procurement directives and procedures, Government budget procedures. Skills: Computer literate, Time management, People management, Negotiation, Coaching and mentoring, Presentation, Report-writing, Planning and organising, Diplomacy, Problem-solving, Facilitation, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.

**DUTIES**

Manage and facilitate the process of identifying properties to be acquired. Develop and implement strategies to guide the acquisition of properties. Develop and implement impact assessment and sustainability protocols for property acquisitions. Develop business processes, Reconcile revenue and expenditure of all acquired property. Ensure compliance with departmental policies on acquisitions. Provide guidelines and inputs on drafting plans regarding leased properties. Manage and control property rights and vesting of State land. Ensure compliance with property legislation. Ensure economic efficiency in the Department’s leasehold portfolio are in line with market trends. Reconcile revenue and expenditure of all freehold and leased property. Develop business processes. Manage the implementation of strategies for lease

ENQUIRIES : Mr M Govender Tel No: (012) 406-2195

POST 40/50 : DIRECTOR: REAL ESTATE MANAGEMENT SERVICES (X5 POSTS)

SALARY : All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Kimberley Regional Office Ref No: 2018/85A (X1 Post)
Mmabatho Regional Office Ref No: 2018/85B (X1 Post)
Nelspruit Regional Office Ref No: 2018/85C (X1 Post)
Polokwane Regional Office Ref No: 2018/85D (X1 Post)
Port Elizabeth Regional Office Ref No: 2018/85E (X1 Post)

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Real Estate Management /Property Management other related qualification and five (5) years relevant experience on Middle/Senior management level in Asset Management/ Property/Facilities Management. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. SKILLS: advanced report writing skills; computer literacy; policy analysis and development, presentation skills. Ability to work under pressure; ability to communicate at all levels; analytical thinking; Must be prepared to travel; a valid driver’s licence. Willing to adapt work schedule in accordance with professional requirements.

DUTIES : Effective management of Departments’ property- provide guidelines and inputs on drafting plans regarding immovable assets; manage and control property rights and vesting of state land; ensure compliance to property legislations; ensure economic efficiency in the Departments’ leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments’ property; manage capturing of revenue and expenditure of all state owned and leased property in property information. Management and administration of leased property- ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; administrate property portfolios, ensures that buildings are user-friendly and accessible; manage and maintain client relationship; manage and maintain a comprehensive and accurate property asset register; ensure timeous payments of all services rendered to state properties. Management of private tenants- manage private tenants occupying State-owned property; supervise preparation processes of rental agreements; ensure timeous collection of rates; manage grievances related to rentals. The management of property payments and revenues- effective implementation of the property expenditure management system; manage property revenues; ensure effectiveness of the Property Asset Register; authorise creditors payments; authorise the creditors and customer master file; manage litigation and/or arbitration related to property payments and revenue. The effective management of procured and leased accommodation: Manage and facilitate the process of identifying superfluous properties to be disposed; Manage the prioritisation of assets to be disposed; Develop and implement strategies to guide the disposal of state immovable properties; Establish the
ownership of properties to be disposed; ensure that all property disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of immovable assets disposed; The Management of State Properties- ensure effective and efficient utilisation of State property; ensure proper maintenance of State property; responsible for the performance of risk management functions on the property; directs preparation of financial reports on status of property(e.g. Occupancy rates); manage the employment of contractors for services of security, grounds keeping and maintenance personnel; ensure completeness of contractual documentation for contractors; monitor and ensure property compliance with local regulations and laws. Effective manage of the component- Manage employment related processes of the component; Manage the budget and expenditure of the component.

ENQUIRIES: Mr M Govender Tel No: (012) 406-2195

POST 40/51: DIRECTOR: IAR PROJECTS AND DATA ADMINISTRATION REF NO: 2018/86
(This position is being re-advertised and applicants who previously applied are encouraged to re-apply.)

SALARY: All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver’s Licence. Computer literacy, Decision making skills, Ability to work under pressure, Negotiation skills, Excellent interpersonal and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES: Manage IAR projects, data, systems and the integration with wider PMTE business. Ensure that the Asset Register is in compliance with National Treasury’s minimum requirements for an IAR and Immovable Asset Guide. Manage data exchange and analysis with Deeds, CSG, LAW, PMTE ERP’s etc. Ensure the completeness of IAR data in context of U-AMP, C-AMP, WIP etc. Manage the development and implementation of support tools, standard operating procedures and control frameworks associated with management of the integrity of the IAR (Manual and Automated controls). Ensure the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Manage projects work plans and revise as appropriate to meet changing needs and requirements. Report on all projects executed. Ensure appropriate support is provided to the Operation Bring Back Project. Ensure that the IAR programme outstanding issues are cleared in a timely manner. Provide advisory support to management on asset register. Manage budget and expenditure of the component efficiently. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements. Manage the training and development needs for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets.

ENQUIRIES: Mr. S Sokhela, at Tel No: (012) 406 1143 / 2043
POST 40/52 : DIRECTOR: ASSET VERIFICATION AND CONDITION ASSESSMENT

REF NO: 2018/87

(24 Months Contract)

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

SALARY : All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE REQUIREMENTS : Head Office (Pretoria)

REQUIREMENTS : Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations Valid driver’s Licence. Computer literacy. Decision making skills, Ability to work under pressure, Negotiation skills, excellent interpersonal skills and Communication skills, Good Verbal and written communication Skills, Ability to work under pressure and deadline driven.

DUTIES : Manage the planning and execution of physical verification of land and buildings over a 5 year circle. Manage the planning and execution condition assessment of buildings and significant components over a 5 year cycle. Ensure completeness of coastal reserves through identification, surveying and verification. Investigate and report on variances. Make necessary recommendations to resolve discrepancies. Ensure the updated register. Ensure rehabilitation of unused buildings. Compile and enhance Asset Register in compliance with GIAMA and GAAP; develop and implement processes for efficient management of immovable assets. Monitor and evaluate compliance of policies and processes. Provide advisory support to management on asset register. Manage budget and expenditure of the component efficiently. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements. Manage the training and development needs for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets. Undertake researches on latest trends. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all Immovable Asset Register policies contribute to the departments’ strategic objectives. Manage the development of strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Ensure capitalisation, de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP requirements.

ENQUIRIES : Mr. S Sokhela, at Tel No: (012) 406 1143 / 2043

POST 40/53 : DIRECTOR: IAR CONCURRENT MANDATE REF NO: 2018/88

(24 Months Contract)

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

SALARY : All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE REQUIREMENTS : Head Office (Pretoria)

REQUIREMENTS : Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent
qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Valid driver’s Licence. Computer literacy, Decision making skills, Ability to work under pressure, Negotiation skills, Excellent inter-personal skills and Communication skills, Good Verbal and written communication Skills, Ability to work under pressure and deadline driven.

**DUTIES**

Ensure the development and implementation of Immovable Asset Register policies and procedures, frameworks & guidelines, norms & standards and strategies at all government spheres. Manage IAR compliance with PFMA, GIAMA, Modified Cash Standard/ GRAP, related prescripts and essential policies and procedures. Provide necessary support, advice and guidance to national, provincial and local government custodians to ensure a compliant IAR and uniformity in accounting for State immovable assets. Monitor, evaluate and report on the implementation and maintenance of IAR essential policies and procedures. Analyse and incorporate deeds download into the National and Provincial IARs. Facilitate the rectification of erroneously vested land parcels by National and Provincial custodians, e.g., police stations vested in the name of the Province. Monitor fair value progress in Provinces and other National Custodians IAR as approved by Technical MinMec and as per the Immovable Asset guide. Provide support to the Operation Bring Back programme. Successful execution of the IAR Concurrent mandate through continuous interaction with key stakeholders. Facilitate the process of section 42 transfers and Registered Owner Rectification (incorrectly vested properties in the name of National or Provincial Government). Ensure that Provinces and other National Custodians are appropriately empowered with the information to successfully execute their IAR responsibilities. Provide advisory support to management on asset register. Manage budget and expenditure of the component efficiently. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements. Manage the training and development needs for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets.

**ENQUIRIES**

Mr. S Sokhela, at Tel No: (012) 406 1143 / 2043

**POST 40/54**

DIRECTOR: IAR CONTROLLER AND REPORTING REF NO: 2018/89

(24 Months Contract)

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

**SALARY**

All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

Undergraduate qualification (NQF level 7) in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, Relevant experience in Real Estate Management, Asset management and State Land Administration, coupled with 5 years managerial experience at Middle/Senior Management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, Valid driver's Licence, Computer literacy, Decision making skills, Ability to work under pressure, Negotiation skills, Excellent inter-
personal skills and Communication skills, Good Verbal and written communication Skills, Ability to work under pressure and deadline driven.

DUTIES : Manage the implementation of robust Immovable Asset Management policies and standard operating procedures and control frameworks; Ensure regular review and assessments of IAR policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements. Monitor and evaluate the effectiveness of IAR policies and procedures. Provide support to technical and other units that inform GRAP compliance. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements. Ensure that all capital projects are correctly recorded on the IAR on a monthly basis. Manage de-recognition of replaced assets and ensure that they are de-recognised at a correct value. Manage key stakeholder expectations and customer requirements. Address management assertions in order to develop and maintain a complete and accurate IAR including acquisitions, valuations, disposals and transfers. Ensure all improvements to state property are appropriately identified and recorded in the IAR. Ensure that information contained in the IAR enables Itemised Billing. Ensure that changes of User Department and Lease status received from the relevant Business Units are correctly and timeously updated on the IAR. Manage application of Deemed Cost to all properties acquired cost. Manage monthly reconciliations between the IAR and the general ledger. Provide advisory support to management on asset register. Manage budget and expenditure of the component efficiently. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements. Manage the training and development needs for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets. Manage the design and implementation of the audit remediation and improvement plans for immovable assets.

ENQUIRIES : Mr. S Sokhela, at Tel No: (012) 406 1143 / 2043

POST 40/55 : DIRECTOR: FACILITIES MAINTENANCE REF NO: 2018/90

SALARY : All-Inclusive Salary Package of R1 005 063 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) in a relevant field and Five (5) years middle/senior management experience in Property or Facility Management. Knowledge: Electrical, Civil and Mechanical Engineering Industry, Construction Industry, National Building Regulations and Standards, Property Management. Skills: Planning and Organising, Problem solving, Decision making, Advanced communication, Interpersonal skills, Time management, Motivational skills, Project Management, Facilities Management IT systems. Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours, Driver’s License, Prepared to travel, Personal Attributes: Ability to work under stressful situations, highly motivated, Trustworthy, Hardworking, and Ability to work independently.

DUTIES : Make recommendations for changes and improvements to existing standards, policies, and procedures. Manage the implementation of approved policies and procedures. Monitor work activities to ensure compliance with established policies and procedures control of reactive and preventative maintenance services in a timely and cost efficient manner. Ensure that all stakeholders are given timely and appropriate information about maintenance programs and projects. Prepare documents for equipment procurement and prepare job specifications. Establish schedules and methods for providing facility maintenance services. Identify resource needs. Review needs with appropriate

ENQUIRIES : Ms N Makhubele Tel No: (012) 406 1623

POST 40/56 : DIRECTOR: FACILITIES CONTRACT MANAGEMENT REF NO: 2018/91

SALARY : All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE REQUIREMENTS : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF level 07) in a relevant field and Five (5) years middle/senior management experience in Property or Facility Management. Knowledge: Construction Industry, National Building Regulations and Standards, Property Management. Skills: Planning and Organising, Problem solving, Decision making, Advanced communication, Interpersonal skills, Time management, Motivational skills, Project Management, Facilities Management IT systems, Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours, Driver’s License, Prepared to travel, Personal Attributes: Ability to work under stressful situations, highly motivated, Trustworthy, Hard-working, ability to work independently.

DUTIES : Develop guidelines, norms & standards, policies and strategies for contract management. Standardise facilities contract management policies. Provide information on facilities contract management policies, methods and practices. Engage with project managers to ensure correct interpretation of acts, policies and agreements. Interpret contracts and related documents for project managers and consultants. Serve as primary departmental contact during contract negotiations. Conduct contract strategy meetings to identify issues and client requirements, facilitate pricing discussions, and obtain input on timelines and deliverables. Establish and maintain strong business relationships with stakeholders and effectively manage contract enquiries, issues, disputes, variations, risks and undertaking negotiations as required. Engage relevant stakeholders in negotiation decisions involving legal or regulatory requirements, contract standards and cost targets. Manage the development of key performance indicators for facilities management contracts. Develop cost estimate for contracts. Develop service level agreement for facilities management contracts. Oversee Service Level Agreement Compliance. Review contractual performance to ensure compliance with the terms and to identify non-compliance issues. Maintain deadlines on deliverables. Provide reports on Human Resources Management performance. Oversee development of staff. Monitor the budget and expenditures within the directorate.

ENQUIRIES : Ms N Makhubele, at Tel No: (012) 406 1623

POST 40/57 : SENIOR ANALYSTS: OFSP REF NO: 2018/92

(36 Months Contract)

SALARY : All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE REQUIREMENTS : Head Office: Pretoria

REQUIREMENTS : Post graduate qualification (NQF level 7) in Accounting, Finance, Statistics or Economics and 5 years relevant working experience at MMS or SMS level in business finance or other relevant environment where data mining and monitoring and the building of financial models were the primary focus. Proven experience in managing similar projects and
leading teams. Knowledge: MS Office-Word, Excel & Power Point; SAS, Research and Information gathering; budgeting, financial planning and forecast; Work with and understand large data files; Data management tools such as Access, SQL and Analysing large data using quantitative techniques. Skills: Strong analytical (quantitative as well as qualitative) skills; Building models, data mining and on line market research skills; Advanced MS Excel skills; extract, analyse and interpret data; planning; report writing; presentation; problem solving. Research; analytical thinking; resourcefulness; understanding advance financial concepts and ability to communicate at all levels. Personal Attributes: Innovative; trustworthy; approachable; assertive; people orientated; hardworking; interpersonal skills; self-motivated and self-starter; passion to improve business efficiencies and work tight deadlines. Other: Willing to adapt work schedules in accordance with office requirements.

**DUTIES**

Undertake researches on latest revenue generation trends. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all revenue management policies contribute to the PMTE strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Analysis of the property portfolio into categories meaningful to the financial modelling process. Conduct market research, data mining, business intelligence and valuation compilation with a view to improve the financial position of the PMTE. Conceptualization, design and modelling of potential revenue opportunities for a financial model for forecasting the impact of revenue generation initiatives and cost drivers. Analyse financial data after sourcing, compilation and collating other operational input data from other line functions. Prepare profit and loss analyses, incorporate market research and benchmarks into the design and population of business scenarios. Analyzing forecasted results; monitoring actual and projected variances; identifying trends; and recommending adjustments to management to improve the financial position of the PMTE. Compare and analyze actual financial results with plans and forecasts and recommend corrective action. Developing automated reporting, summarized into dashboards and forecasting tools for the management of quarterly and annual targets. Provide framework and manage the development and implementation of analytical tools, models and best practice policies. Research on best practices for revenue generation and financial sustainability strategies. Participates with public and private organizations and keep abreast of emerging innovations and trends in revenue organizations and financial sustainability strategies. Support the planning, inventory management and performance management of OFSP. Provide advisory services to various stakeholders. Research on the immediate improvements in the availability and accessibility of reliable data. Establishment of an integrated, reliable database. Suggest income generating asset class strategies for implementation by the trading entry. Commission and navigate study on identifying and capitalizing hidden assets. Comparative research and analysis to identify investment opportunities among specific metropolitan areas located within a region or nationally. Work with other institutions to leverage off latest innovations. Determination of tariffs to be charged to different clients based on property management criteria. Manage all the resources allocated to the directorate. Develop and maintain continuous communication with stakeholders. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Ensure effective utilization of all resources allocated to the unit. Compile and present reports on the functioning of the chief directorate. Contribute to the strategic input and the overall management of the department. Preparing annual budget.

**ENQUIRIES**

Enquiries: Mr C Mokgoro Tel No: (012) 406 2165
OTHER POSTS

POST 40/58 : DEPUTY-DIRECTOR: SMALL HARBOURS DEVELOPMENT: PROJECT MANAGEMENT REF NO: 2018/93

SALARY : An all-inclusive salary package of R826 053 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualification in Built Environment with relevant experience on an ASD level. A valid driver’s licence. Knowledge and understanding of Built environment; Government regulatory framework; Infrastructure Development Management System; Client relations. Financial management; Preferential Procurement Policy and Framework; Black Economic Empowerment Act; Change Management; Public Finance Management Act; Government Immovable Assets Management Act; National Environmental Management Act; Integrated Coastal Management Act. Skills: Financial management, Microsoft Office and Microsoft Project. Personal Attributes: Willingness to adapt to a tight work schedule in accordance with professional requirement; required to travel extensively. Working abnormal hours. Exposure to development of maritime infrastructure will be advantageous.
DUTIES : Project Manage the current repair and maintenance programme to the 12 Proclaimed Fishing Harbours in the Western Cape. Development of Gantt Charts to track progress and develop baselines. Baselines to be tracked in accordance with the allocated budget. Drafting of contractual documents including but not limited to Memoranda of Agreements/Understanding, Service Level Agreements and Project Execution Plans. Management and development of unproclaimed harbours and state coastal owned properties for economic development. Attracting investment to develop the unproclaimed harbours as well as other state coastal properties. Develop Spatial and Economic Development Frameworks for unproclaimed harbours and state coastal properties. Manage the SHSCPD&SP Unit’s National Priority Projects for the building of new harbours. Assist in managing International Relations with countries for corporation. Development of Memoranda of Understanding. Manage the units’ participation in Operation Phakisa: Oceans Economy as the Small Harbours Delivery Unit. Prepare and assist in the convening of the Small Harbours Mini-Laboratory. Punctual attendance and timeous reporting to Lab Coordinating Committee of Operation Phakisa which is monitored by DPME i.e. The Presidency.
ENQUIRIES : Mr S Thobakgale or Ms S Mosegomi Tel No: 012 406 1882/1969

POST 40/59 : DEPUTY DIRECTOR: PROPERTY INVESTMENT REF NO: 2018/94

SALARY : An all-inclusive salary package of R826 053 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualification in Real Estate Management, Built Environment, Engineering, Commerce, Legal or Business Administration with real estate management experience. A valid driver’s licence. Knowledge and understanding of Real Estate Management, Leasing Management, Property Finance and Investment, Contract Management, Property Marketing and Client relations. Skills: Programme and project management, Information and Knowledge management, financial management, Computer literacy and Quality management. Personal Attributes: Liaising skills; Ability to effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; Ability to work independently. Willingness to adapt to a tight work schedule in accordance with professional requirement; required to travel extensively. Willing to work abnormal hours. Exposure to development of maritime infrastructure will be advantageous.
DUTIES : Manage the letting out of state owned coastal property for revenue generation and to promote job creation and economic development in line with national government priorities. Develop new lease agreements
which will allow rentals to be based on a percentage of turnover from the business. Ensure lease agreements are renewed timeously to prevent any job losses. Approve lease agreements that will ensure job creation and economic development without jeopardizing revenue generation for the state. Ensure 80% of contracts renewed or terminated within the prescribed timeframes. Ensure increase in revenue through rentals of harbour related properties. Effective management of the letting out component- Manage the implementation of the new letting our framework. manage the co-ordination and administration of the letting out component; Mange the monitoring, evaluating and reporting on the development of state coastal assets to ensure compliance and continuous improvement as outlined in the letting out framework; Implementation of the letting out strategy and oversee the implementation across all spheres of government to ensure improved service delivery and continuous improvement of state coastal assets. Manage the employment related processes of the component; manage the administration and development of staff; ensure capacity and sustainability of staff of the component; manage the budget and expenditures of the component; provide reports on investment and letting out portfolio.

ENQUIRIES : Mr S Thobakgale or Ms Mosegomi Tel No: 012 406 1545/1969

POST 40/60 : DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: 2018/95

SALARY : All-inclusive salary package of R826 053 per annum
CENTRE : Cape Town

REQUIREMENTS : A three-year tertiary qualification in Commerce, Property Management, Built Environment, Asset Management, Business Administration or equivalent. Extensive relevant experience in managing projects. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Effectively manage the life-cycle of immovable assets under the custodianship of DPW through physical verification and condition assessment of these assets. Assist the Director to develop, review and implement Immovable Asset Register (IAR) policies, frameworks and guidelines in collaboration with other National and Provincial custodians of immovable assets. Coordinate physical verification logistics and activities to provide status information around the existence of all immovable assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Ensure that the surveying of DPW land parcels including State Domestic Facilities is completed. Manage the vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Provide appropriate support to other projects within the Asset Registry Unit. Manage, coach and monitor performance of subordinates.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143
POST 40/61 : **ANALYST: OFSP REF NO: 2018/96 (X6 POSTS)**

(36 months contract)

**SALARY**

All Inclusive Salary package: R697 011 per annum (Total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE**

Head Office: Pretoria

**REQUIREMENTS**

A three year tertiary qualification in Accounting, Finance, Statistics or Economics and relevant experience in business finance or other relevant environment where data mining and monitoring and the building of financial models were the primary focus. Experience in analysing large data using quantitative techniques. Knowledge: Public Finance Management Act; Treasury Regulations; General reporting Accounting Practice (GRAP); General Accepted Accounting Practice (GAAP); Financial directives and procedures; MS Office-Word, Excel & Power Point; Research and Information gathering; Create financial forecasts; Work with and understand large data files; Data management tools such as Access, SQL and Analysing large data using quantitative techniques. Skills: Strong analytical (quantitative as well as qualitative) skills; Building models, data mining and on line market research skills; Advanced MS Excel skills; extract, analyse and interpret data; planning; report writing; presentation; problem solving, Research; analytical thinking; resourcefulness; understanding advance financial concepts and ability to communicate at all levels. Personal Attributes: Innovative; trustworthy; approachable; assertive; people orientated; hardworking; interpersonal skills; self-motivated and self-starter; passion to improve business efficiencies and work tight deadlines. Other: Willing to adapt work schedules in accordance with office requirements.

**DUTIES**

Undertake researches on latest revenue generation trends. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all revenue management policies contribute to the PMTE strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Analysis of the property portfolio into categories meaningful to the financial modelling process. Conduct market research, data mining, business intelligence and valuation compilation with a view to improve the financial position of the PMTE. Conceptualization, design and modelling of potential revenue opportunities for a financial model for forecasting the impact of revenue generation initiatives and cost drivers. Analyze financial data after sourcing, compilation and collating other operational input data from other line functions. Prepare profit and loss analyses, incorporating market research and benchmarks into the design and population of business scenarios. Analyzing forecasted results; monitoring actual and projected variances; identifying trends; and recommending adjustments to management to improve the financial position of the PMTE. Compare and analyze actual financial results with plans and forecasts and recommend corrective action. Developing automated reporting, summarized into dashboards and forecasting tools for the management of quarterly and annual targets. Provide framework and manage the development and implementation of analytical tools, models and best practice policies. Research on best practices for revenue generation and financial sustainability strategies. Participates with public and private organizations and keep abreast of emerging innovations and trends in revenue organizations and financial sustainability strategies. Support the planning, inventory management and performance management of OFSP. Provide advisory services to various stakeholders. Research on the immediate improvements in the availability and accessibility of reliable data. Establishment of an integrated, reliable database. Suggest income generating asset class strategies for implementation by the trading entry. Commission and navigate study on identifying and capitalizing hidden assets. Comparative
research and analysis to identify investment opportunities among specific metropolitan areas located within a region or nationally. Work with other institutions to leverage off latest innovations. Determination of tariffs to be charged to different clients based on property management criteria.

ENQUIRIES: Mr C Mokgoro Tel No: (012) 406 2165

POST 40/62: SENIOR ADMINISTRATIVE OFFICER: SMALL HARBOURS DEVELOPMENT REF NO: 2018/97

SALARY: R299 709 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS:
- A three (3) year Tertiary Qualification in Real Estate Management, Built Environment, Engineering, Commerce, Legal, Business Administration and/or Public Administration or equivalent. Relevant working experience. Project Management; Communication Skills; Property Management; Health and Safety; Property Administration Processes; Asset Management; Supply Chain Management; Property Law. Knowledge: Stakeholder engagement; Project Management; Client Relations; Government regulatory framework; Public Financial Management Act; Property Management Acts; Treasury Regulations; Supply Chain Management framework; Preferential Procurement Policy Framework; Procurement directives and procedures; Government Budget procedures.
- Skills: Strategic capability; Programme and project management; Information and Knowledge management; Problem solving and change management; Client orientation and customer focus; Service delivery innovation; Communication (verbal and written); Computer literacy; Stakeholder management; Planning and coordination; Presentation and facilitation; Quality management. Personal Attributes: Innovative; Creative; Resourceful; Liaising skills; Ability to effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; Trustworthy; Hard working; Assertive; Highly motivated; Ability to work independently. Willingness to adapt to a tight work schedule in accordance with professional requirement; A valid driver’s licence; required to travel extensively.

DUTIES: Communication plan for the Programme; Engaging with coastal provincial government, DEA and DAFF to build up closer relationship; Report and compile Commitments and accruals figures /fruitless and wasteful expenditure; Compilation of PMS report; Management and development of unproclaimed harbours and state coastal owned properties for economic development; Attracting investment to develop the unproclaimed harbours as well as other state coastal properties; Develop Spatial and Economic Development Frameworks for unproclaimed harbours and state coastal properties; Drafting of contractual documents including but not limited to Memoranda of Agreements/Understanding, Service Level Agreements and Project Execution Plans; Investigate economic opportunities within the harbours for further development; Evaluating proposals for the development of the Spatial and Economic Development Frameworks; Sound understanding of both the built environment as well as an economic background.

ENQUIRIES: Mr. R Kara Tel No: 012 406 1273


SALARY: R242 475 per annum
CENTRE: Head Office
REQUIREMENTS:
- Three year tertiary qualification in public administration or related with relevant experience. Willing to adapt work schedule in accordance with office requirements. Willing to travel extensively working abnormal hours; valid Driver’s License. Knowledge: Government Budget Procedures (MTEF); financial management; multi-year budgeting; (PFMA); procurement directives and procedures; tender procedures; business, accounting and financial systems (LOGIS, PMIS, BAS); contract
administration. Skills: Accounting; numeracy; computer literacy; planning
and organising; decision making skills; interpersonal and diplomacy skills;
ability to follow a pro-active and creative problem solving approach;
communication; report writing. Personal Attributes: Integrity; innovative;
creative; trustworthy; hardworking; ability to work under pressure; ability
to communicate at all levels; analytical thinking; conflict resolution;
facilitation; understand advanced concepts.

**DUTIES**

- Manage queries from all spheres of government; liaise with government
departments regarding meetings; capturing of minutes for theforesaid
meetings; check and sign submissions to Small harbours Secretariat;
manage queries from all spheres of government; liaise with government
departments regarding meetings; capturing of minutes for theforesaid
meetings. Determine the total amount of leases; determine the total
amount of terminated and substitute leases; determine the total amount
of the contracts received for leases; calculate the funds available of all
terminated leases that are not substituted. Provide administrative support
with regard to the resolution of audit queries-gather of information to
resolve audit queries.

**ENQUIRIES**

- Mr R Kara Tel No: (012) 406 1273

**POST 40/64**

**ADMINISTRATION OFFICER: IMMovable SSET REGISTER REF
NO: 2018/99 (X6 POSTS)**

**SALARY**

- R242 475 per annum

**CENTRE**

- Head Office

**REQUIREMENTS**

- A three-year tertiary qualification in Property Management; Real Estate;
Town & Regional Planning, Accounting, Commerce or tertiary
qualification with any of the following as major subjects; Property Law /
Assets Management or Accounting. Relevant experience in
Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable
assets (land and buildings) will be an added advantage. Valid drivers
Excellent inter-personal skills and Communication skills. Good Verbal
and written communication Skills. Ability to work under pressure and
deadline driven.

**DUTIES**

- General administrative responsibilities and functions to support the
Deputy Director: Immovable Asset Register. Assist the Deputy Director
with monitoring tasks during the implementation phase of various
Immovable Asset Register projects. Administer the performance of
physical verification activities to provide status information around the
existence and condition of all Immovable Assets in the register. Monitor
that all improvements to state property are appropriately identified and
recorded in the IAR. Vesting of land parcels and endorsement of title
deeds under the custodianship of DPW. Verify documents or information
from numerous sources (Deeds Office, Surveyor-General, Municipalities,
etc.). Perform such other duties, appropriate to the role, as may be
required by the Deputy Director.

**ENQUIRIES**

- Mr. S Sokhela Tel No: (012) 406 1143/2043

**POST 40/65**

**ASSISTANT ADMINISTRATIVE OFFICER: PROJECTS REF NO: 2018/100**

**SALARY**

- R196 407 per annum

**CENTRE**

- Head Office (Pretoria)

**REQUIREMENTS**

- Grade 12 or equivalent qualification with relevant experience; or Tertiary
qualification, public administration or related, vast experience. Financial
management; management development programmes; provisioning
administration; accounting systems. Knowledge: Government Budget
Procedures (MTEF); financial management; multi-year budgeting;
(PFMA) procurement directives and procedures; tender procedures;
business, accounting and financial systems (LOGIS, PMIS, BAS);
contract administration. Skills: Accounting; numeracy; computer literacy; planning and organising; decision making skills; interpersonal and diplomacy skills; ability to follow a pro-active and creative problem solving approach; communication; report writing. Personal Attributes: Integrity; innovative; creative; trustworthy; hardworking; ability to work under pressure; ability to communicate at all levels; analytical thinking; conflict resolution; facilitation; understand advanced concepts. Willing to adapt work schedule in accordance with office requirements; willing to travel extensively; Working abnormal hours; a valid driver’s License.

**DUTIES**: Provide support with the implementation of Operation Phakisa initiatives—manage queries from all spheres of government; liaise with government departments regarding meetings; capturing of minutes for the foresaid meetings; check and sign submissions to Small harbours Secretariat; Provide support with the development of new harbours—manage queries from all spheres of government; liaise with government departments regarding meetings; capturing of minutes for the foresaid meetings; Provide support with the administration of information related to leases and terminated leases—determine the total amount of leases; determine the total amount of terminated and substitute leases; determine the total amount of the contracts received for leases; calculate the funds available of all terminated leases that are not substituted. Provide administrative support with regard to the resolution of audit queries—gather of information to resolve audit queries.

**ENQUIRIES**: Mr R Kara Tel No: 012 406 1273
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**: 19 October 2018 at 16:00

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

**MANAGEMENT ECHELON**

**POST 40/66**: DIRECTOR: SURVEY SERVICES (REF NO: 3/2/1/2018/283)
Chief Directorate: National Geo-Spatial Information

**SALARY**: R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

**CENTRE**: Western Cape (Cape Town/Mowbray)

**REQUIREMENTS**: A B. Degree in Surveying/Geomatics (NQF Level 7). A NQF Level 8 qualification in Surveying/Geomatics will be an added advantage. Appropriate post qualification experience in surveying. Compulsory registration with SA Geomatics Council in the professional category. 5 years of middle or senior management experience. Job related knowledge: Geo-spatial Information Management; Geodesy; Geodetic surveying; Topographic surveying; Performance management and monitoring; Government systems and structures; Government decision making processes; Programme setting processes; Understanding of the management information and formal reporting system; Ability to deal with misconduct; Public financial management; Internal control and risk management; Project management principles and tools and the political landscape of South Africa. Job related skills: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; Computer literacy; People management; Planning and organising; Conflict management; Negotiation; Change management; Data and information management; Data search; Facilitation and project
management; Interpersonal relations; Analytical; Time management and contract management. A valid driver's licence.

**DUTIES**

Manage the undertaking of field surveys for geodetic surveys in accordance with the annual production plan. Manage the undertaking of field surveys for photogrammetric and topographic surveys in accordance with the annual production plan. Manage the undertaking of field surveys for land cover and land use mapping in accordance with the annual production plan. Manage the acquisition of ancillary geo-spatial data. Engage with various data custodians and other stakeholders on the need for fundamental geo-spatial information. Manage the collection and processing of ancillary geo-spatial information for mapping purposes in accordance with the annual production plan. Manage the establishment and maintenance of spatial reference framework of South Africa. Provide Strategic leadership in national spatial reference frameworks. Manage the establishment and maintenance of reference stations in accordance with the annual production plan. Manage the horizontal control survey network at all times. Manage the vertical control survey network at all times. Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform Programmes and other organs of state. Provide advisory services, as required. Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform Programmes and other organs of state, as required, in accordance with best practice for project management and user needs. Participate in development projects in Africa, as approved. Plan and execute projects in accordance with best practice for project management as required.

**APPLICATIONS**

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

**NOTE**

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

**OTHER POSTS**

**POST 40/67**

**CHIEF GISC PROFESSIONAL (REF NO: 3/2/1/2018/322)**

Directorate: Spatial Planning and Land Use Management

**SALARY**

R854 154 per annum (Salary in accordance with the OSD for Engineers)

**CENTRE**

Northern Cape (Kimberley)

**REQUIREMENTS**

Post Graduate qualification in the GISc field (NQF level 7) or related qualification. Compulsory registration with PLATO in the category of Professional GISc Practitioner and 6 years post qualification GISc professional experience. Job related knowledge: GISc implementation; Geo database design and repository management; Geo statistical analysis; Standard development and policy formulation; Technical report writing; Spatial analysis knowledge; GIS applications; Legal requirements and compliance; High level spatial design and modelling. Job related skills: Organisational; Process knowledge; Systems maintenance; Mobile equipment operating; Advanced computer skills; Interaction and communication. A valid driver's licence.
**DUTIES**

Strategic management of the institutional GISc function. Provide strategic direction and leadership on GISc activities. Strategically profiling and positioning GISc functions within the Department. Plan and manage the establishment of GISc unit. Plan, coordinate and facilitate GISc project activities. Monitor and evaluate GISc function within the Department. Develop the cost benefit analysis. Facilitate the functional requirement analysis. Ensure compliance with relevant legislation and policies. Manage compliance and setting up of applicable standards. Identify organisational GIS challenges. Policy making and institutional strategic guidance. Identify underlying strategic issues and implement appropriate GISc responses. Oversee the process of advance spatial analysis and modeling for institutional strategic guidance. Recommend the best possible policy direction and service delivery priorities. Conduct research. Provide overall framework for research and development activities. Provide standards, specification and service levels according to organisational objectives. Provide implementation guidance on new GIS innovations. Ensure GIS implementation. Supervise the development of GIS and technical systems. Undertake requirements analysis. Undertake high level cost benefit analysis. Develop process model and workflows diagram. Ensure development and implementation of GIS standards. Develop business cases for technical and GIS projects. Manage maps production and customise to meet client needs accordingly. Stakeholder management. Provide opportunities to enhance a more diverse workforce. Provide equal access to development opportunities. Manage conflict resolution effectively. Identify key stakeholders. Build and maintain alliances and networks of clients, colleagues and interest groups inside and outside the Department.

**APPLICATIONS**

Applications can also be submitted by post Private Bag X5007, Kimberley, 8302 or hand it delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

**NOTE**

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

**POST 40/68**

SENIOR ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/323)

Directorate: Social Organisational and Youth Development

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Limpopo (Polokwane)

**REQUIREMENTS**

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

**DUTIES**

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

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

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

POST 40/69 : PRINCIPAL Provisioning Clerk (REF NO: 3/2/1/2018/324)
Directorate: Financial and Supply Chain Management Services

SALARY : R242 475 per annum (Level 07)
CENTRE : KwaZulu-Natal (Pietermaritzburg)
REQUIREMENTS : Grade 12/Senior Certificate or equivalent. 3 – 5 year’s experience required in supply chain management. Job related knowledge: Supply chain management duties, practices as well as the ability to capture data, operate a computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Work procedures in terms of the working environment. Job related skills: Planning and organizing; Computer literacy (SCM system); Interpersonal relations; Flexibility; Communication (verbal and written). Team work. Working under pressure. Meeting deadlines.


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

POST 40/70 : Cadastral Officer (REF NO: 3/2/1/2018/325)
Office of the Surveyor General

SALARY : R196 407 per annum (Level 06)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Grade 12/Senior Certificate plus Survey/Cadastral Officer Certificate. 2 years’ training according to Survey/Cadastral Officer's course requirements, including rotation through divisions. Job related knowledge: Understanding of spatial data; Functions of the Surveyor
General Office. Job related skills: Good interpersonal relations; Good communications (verbal and written); Computer software; Good organising. Attention to detail.

**DUTIES**
- Technical examination of cadastral documents. Examining of diagrams, GPs and sectional titles according to the Land Survey Act. Plot new cadastral surveys in relation to existing cadastral position. Plotting of coordinates of new/historical approved diagrams and GPs in order to obtain position. Provide clients with cadastral information. Attend to over the counter clients (walk-ins). Attend to SG data email requests. Ensure correct and legible data is issued to clients. Attend to research jobs. Keep the clients informed of the progress. Capture, maintain and update spatial data. Capturing of boundary descriptions of diagrams and GPs in order to construct continuous map and saving into spatial database.

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

**NOTE**
- Coloured, Indian White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES

The Department is an equal opportunity department and the Department’s intention is to promote equity through the filling of these posts. Applications from females (all race groups) for the Snr Management positions will therefore receive preference in line with the Department’s Employment Equity Plan.

APPLICATIONS:  Kone Staffing Solutions has been retained to handle responses for SMS positions mentioned in this advertisement. Please forward your application via email to: admin@konesolutions.co.za or fax: 086 609 1178 or hand deliver your application to 20 Georgian Crescent East, Hampton Office Park, Highbury House, Bryanston, 2158 (quoting the relevant reference in the subject line).

For non-SMS posts, please hand deliver or courier your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to the Department of Telecommunications and Postal Services, iParioli Office Park, 1166 Park Street, Hatfield, Pretoria, Block E, Ground Floor (Cnr Park and Grosvenor Street or Park and Jan Shoba Street), for attention: Ms Louisa Kgang/Ms Tania Beukes/Mr Thabo Rangwato. Please note that e-mailed or faxed applications will not be accepted.

CLOSING DATE:  19 October 2018

NOTE:  Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies (not older than six (6) months) of all qualification(s), statement(s) of results and ID document/Passport. Applications received after the closing date will not be considered. Faxed or e-mailed applications will be considered for SMS posts. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. All shortlisted candidates for SMS positions 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 using the mandated DPSA SMS competency assessment tool. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV’s submitted will be destroyed after a three (3) month period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

MANAGEMENT ECHELON

POST 40/71:  CHIEF DIRECTOR: ICT STRATEGY DEVELOPMENT REF NO: CD ISD

SALARY:  R1 189 338 per annum (An all-inclusive package)
CENTRE:  Pretoria, Hatfield
REQUIREMENTS:  A relevant qualification at NQF Level 7, as recognised by SAQA in the field of Economic and Management Sciences, Business, Telecommunications, and 5 years’ experience at senior management level developing ICT policies and strategies. Skills and Competencies: At an advanced level required in the following: knowledge and experience in ICT policy formulation, knowledge and understanding of ICT legislation
and policies. Knowledge of ICT regulatory environment. Experience in
economic analysis within the ICT sector. Experience in managing
projects and developing socio-economic impact analysis reports;
understanding of monitoring & evaluation methodologies. Financial and
human resource management. Excellent planning and organising skills,
everse interpersonal skills and an established track record in the field
of ICT policy and strategy development.

DUTIES : The successful candidate will develop relevant strategies and policies
taking into consideration gaps in existing policies in the ICT sector.
Monitor ICT Regulations, compile and provide analysis reports and
advise the Department accordingly. Interact and participate in various
governmental and stakeholder engagement platforms as they relate to
the implementation of ICT policies and strategies. Plan and organise work
of officials within the Chief Directorate and monitor the implementation of
policies and strategies to ensure execution as planned, within budget and
the required outcome is achieved. Manage resources within the ICT
Strategy Chief Directorate in line with relevant legislation to reach the
strategic objectives of the Department.

ENQUIRIES : For applications: Ms Tumi Morake Tel No: (010) 880 2636
For Post content: Ms Tania Beukes at (012) 427 8184 or Ms Louisa
Kgang Tel No: (012) 421 7006

POST 40/72 : CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO:
CD HRM

REQUIREMENTS : A relevant qualification at NQF level 7 in preferably Human Resource
Management / Public Administration / Business Administration as
recognized by the South African Qualifications Authority (SAQA). A
relevant post graduate qualification at NQF level 8 will be an added
advantage. At least 5 years’ experience at a senior management level.
Skills and Competencies: At an advanced level required in the following:
Strategic management, human resources planning, program and project
management, knowledge of HR policies and related legislations, Public
Service Act and Public Service Regulations, fundamental economics,
employment equity and related policies, Labour Relations Act, COIDA,
Public Service Collective agreements, Skills Development Act and Performance Management policies and directives, payroll administration,
general knowledge of HR related standards, practices, processes,
conditions of service, service benefits and terminations of service,
structure and functioning of the Department, Organizational
Development, Health and Wellness policies and directives, functioning of
PERSAL and personnel information systems, Codes of Remuneration
and the Public Finance Management Act. Must have excellent
communication skills (both written and verbal), change management,
problem solving and analysis, people management, service delivery
innovation, client orientation and be customer focused.

DUTIES : The successful candidate will effectively and efficiently oversee the
management of all Human Resources for the Department. Develop and
oversee the implementation of policies and procedures in the areas of
Human Resource Management to comply with applicable legislation and
to ensure the role of Human Resource Management as a strategic partner
in the Department. Oversee the management of Human Resources
Administration, Human Resources Planning inclusive of compensation of
employees, Organisational Development, employee health and wellness,
Labour Relations, Human Resource Development and Performance
Management for the Department. Management of Departmental and
human resources records. Manage all resources (physical, human and
financial) within the Chief Directorate to ensure utilization and direction
towards meeting the objectives of the Department.

ENQUIRIES : For applications: Ms Tumi Morake Tel No: (010) 880 2636
POST 40/73 : DIRECTOR: SITA SOC OVERSIGHT REF NO: D SSO

SALARY : R1 005 063 per annum (An all-inclusive package)
CENTRE : Pretoria, Hatfield
REQUIREMENTS : A BTech in Computer Science or BSC in Computer Science or BSC Electrical Engineering (Light current) or BTech Electrical Engineering (Light current) or relevant qualification at NQF Level 7, as recognized by SAQA with at least 5 years’ experience at middle/senior management level. Experience in an information Technology environment. Skills and Competencies: At an advanced level required in the following: Understanding and skills in information technology (IT) and related hardware, software programmes and applications, networks/databases. Strategic and operational planning and monitoring. Programme and Project Management, Financial and Risk Management. Problem solving and analysis. Communication skills (both written and verbal) Business acumen, Knowledge of Supply Chain Management and procurement principles, SITA Act, Electronic Communications Act, PFMA and Treasury Regulations.

DUTIES : The successful candidate will analyse the SITA SOC’s Corporate Plans and Project Plans, business cases, and business turnaround plans. Analyse SITA SOC’s performance against corporate plans and project plans, business turnaround plans as well as contractual obligations. Review and monitor implementation of laws, regulations, policies, standards, frameworks and agreements relevant to the business of SITA SOC. Manage all resources (human, financial, assets) within the Component to ensure that they are optimally utilized and directed towards meeting the objectives of the Department. Engagement of key stakeholders within SOCs which include CEO’s, Board members and Executives from SITA and other Government Departments and entities.

ENQUIRIES : For applications: Ms Tumi Morake Tel No: (010) 880 2636 For Post content: Ms Tania Beukes at (012) 427 8184 or Ms Louisa Kgang Tel No: (012) 421 7006

POST 40/74 : DIRECTOR: INFORMATION SOCIETY EVALUATION AND IMPACT ASSESSMENT REF NO: D ISEA

SALARY : An all-inclusive package of R1 005 063 per annum
CENTRE : Pretoria, Hatfield

DUTIES : The successful candidate will manage the process for the assessment of policies, legislation and programmes and determine whether such policies, legislation and programmes promote or hinder the development of an information/digital society. Manage the indicator system which supports the evaluation of policies, legislation and programmes for the development of an information society. Manage the process of the compilation of South Africa’s e-Barometer report in order to determine progress and inform decision making within the country. Lead and manage the India, Brazil, China and South Africa (BRICS) e-readiness measurement programme in order to inform decision making. Generic management functions attached to the seniority of the post.
ENQUIRIES : For applications: Ms Tumi Morake Tel No: (010) 880 2636
For Post content: Ms Tania Beukes at (012) 427 8184 or Ms Louisa Kgang Tel No: (012) 421 7006

OTHER POSTS

POST 40/75 : DEPUTY DIRECTOR: ECONOMIC ANALYSIS AND SCENARIO CONSTRUCTION REF NO: DD EASC

SALARY : An all-inclusive salary of R826 053 per annum
CENTRE : Pretoria, Hatfield
REQUIREMENTS : A recognised Bachelors degree (NQF level 7) or a National Diploma (NQF level 6) in Economics/Econometrics or Statistics with 3-5 years' relevant experience. A post-graduate qualification with training in Policy Development or strategic leadership and management will be an added advantage. Skills and Competencies: Knowledge of applicable legislations in the ICT sector and the regulatory environment. Strong analytical and problem solving skills. Economic policy analysis and research. Excellent report writing. The candidate must have good communication skills (verbal and written), technical skills (economic, econometrics and Statistics).

DUTIES : The successful candidate will provide economic analysis and research to support ICT policy development. Provide analysis of baseline economic statistics related to the ICT sector in order to inform policy formulation. Contribute to the development of socio-economic impact analysis for major ICT policies and strategies developed in the Department. Provide analysis of ICT trends and international benchmarking reports. Liaise with other entities which provide economic and statistical information as it relates to ICTs.

ENQUIRIES : For applications: Ms Tumi Morake Tel No: (010) 880 2636
For Post content: Ms Tania Beukes at (012) 427 8184 or Ms Louisa Kgang Tel No: (012) 421 7006

POST 40/76 : DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: DD ME

SALARY : A basic salary of R697 011 per annum
CENTRE : Pretoria, Hatfield
REQUIREMENTS : A relevant three-year tertiary qualification (Bachelors degree) in Development Studies/Monitoring and Evaluation or Public Administration at NQF level 7 as recognized by SAQA. A postgraduate qualification will be an added advantage. 3-5 years’ experience within the field of the post. Skills and Competencies: Knowledge of Monitoring and Evaluation tools, systems and processes, Strategic Planning tools and methodologies, applicable legislations and frameworks with specific reference to the Framework for Managing Programme Performance Information, National Evaluation Policy Framework, Framework for Strategic Plans and Annual Performance Plans, Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations, the Minimum Information Security Standards (MISS) and policies related to the ICT Sector. Must have excellent skills related to communication (both written and verbal), report writing, presentation, facilitation, programme and project management, interpersonal relations, change management, knowledge management, service delivery innovation, risk management, corporate governance, problem solving and analysis, people management and customer orientation, with strong business acumen.

DUTIES : The successful candidate will co-ordinate organisational performance monitoring and evaluation against the Strategic Plan, Annual Performance Plan and Operational Plans through facilitating the consolidation and submission of monthly and quarterly organisational performance reports. Assist in the development and presentation of periodic performance reports in accordance with prescribed monitoring
and evaluation prescripts. Co-ordinate the development of the departmental Annual Report. Maintain the Electronic Organisational Performance Monitoring System while providing relevant monitoring and evaluation support to Departmental officials. Facilitate evidence based reporting through conducting integrity testing of performance information. Assist with the development and implementation of the Department’s Evaluation Plan. Assist in providing relevant performance information and related evidence to external stakeholders such as the Auditor-General, National Treasury, the Department of Planning, Monitoring and Evaluation as and when required. Assist with facilitating the MPAT self-assessment process and coordinate the development and reporting on the implementation of the MPAT Action Plan. Assist in the strategic planning process of the Department.

ENQUIRIES

For applications: Ms Tumi Morake Tel No: (010) 880 2636
For Post content: Ms Tania Beukes at (012) 427 8184 or Ms Louisa Kgang Tel No: (012) 421 7006
APPLICATIONS: Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag X84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meinjies 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: 19 October 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 40/77: CHIEF DIRECTOR: MONITORING & EVALUATION REF NO: IDAD/M & E 003

Overview: To provide oversight and strategic monitoring and evaluation service that will support IDAD’s objectives thereby enhancing service delivery.

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

CENTRE: Pretoria


DUTIES: Strategy and Planning: Manage strategic planning, preparation and review of budgets and business plans for the division. Provide strategic monitoring and evaluation support to the division. Direct, manage and transform the division into a highly effective monitoring and evaluation unit. Provide guidance in the development of monitoring and evaluation methods, policies and procedures to ensure effective and efficient functioning of the division and its institutions. Conduct research into best practice in line with monitoring and evaluation business processes. Establish clear performance criteria for service standards. Provide guidance in the maintenance of effective internal administration and knowledge management of the division. Develop and manage strategic planning, develop, monitor and evaluate risk plan for the division.
Stakeholder management: Establish and maintain strategic partnerships with local and international institutions in the area monitoring and evaluation. Engage in ongoing interaction with key stakeholders. Manage the relationships with key stakeholders in order to ensure implementation of the programs. Ensure that there is a coherent system and framework for stakeholder engagement. Identify and communicate organisational and stakeholder priorities. Develop and maintain strong relationships with the stakeholders. Coordination and development of interventions: Provide guidance to develop and manage systems, policies and procedures in line with the government wide Monitoring and Evaluation framework, Regulatory Impact Assessment Framework and Public Entities Governance Framework. Lead the coordination and development of interventions in line with monitoring and evaluation, regulatory impact assessment and institutional management priorities. Conduct research and implement business processes. Oversee and facilitate research conducted on policy and legislation. Oversee and ensure approval of Regulatory Impact Assessment. Oversee Institutional Management performance and achievement of set targets and monitoring of agency work. Support to the principals: Conduct research with regard to monitoring and evaluation. Response to Parliamentary Questions. Develop cabinet memoranda and undertake ad hoc analysis. Chief Directorate Management: Oversee management of financial resource and assets of the unit responsible for Monitoring and Evaluation, Regulatory Impact Assessment and Institutional Management. Oversee the staff/ personnel. Oversee the strategic planning of the unit and execution of the operational plan. Chief Directorate Management Oversee management of financial resource and assets of the unit responsible for Monitoring and Evaluation, Regulatory Impact Assessment and Institutional Management. Oversee the staff/ personnel. Oversee the strategic planning of the unit and execution of the operational plan.

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

POST 40/78: DIRECTOR: CONTENT DEVELOPMENT & MANAGEMENT REF NO: ODG/CONT DEV& MAN 011

Overview: To provide leadership, manage and coordinate the dti publishing, corporate identity and social media platforms.

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

CENTRE: Pretoria

REQUIREMENTS:
Mandatory requirements: An undergraduate qualification (NQF Level 7) in Communication / Journalism / Marketing / Public Relations. 5 years’ relevant middle / senior managerial experience in a communications / public relations environment. Key requirements: Experience in publishing, corporate identity management and social media. Experience in the development and implementation of publishing and internal communication policies. Experience in project management and stakeholder relations management. Experience in a government communication environment. Directorate management (People management and financial management). Understanding of the publishing framework of government. Strategic capability and leadership. Communication skills (Verbal and written) and presentation skills. Planning and organising. Knowledge and understanding of Public Service Act, Public Service Regulations, adherence to Basic Conditions of Employment, Health and Safety Act and Employment Equity and Government Communication Environment. Proficient in MS Packages.

DUTIES: Publishing: Develop and implement the dti’s publishing policy and guidelines. Liaise with divisions and business units on publishing needs and timelines. Provide an editorial and translation services for the dti publications - print and electronic. Develop and implement standard operations procedures for content management, including website,
intranet and social media content applications. Provide photographic and videography services for publications and all the dti events. Develop and implement systems and processes for the effective management of the publishing function. Internal communication: Develop and implement internal communication policy and processes. Production of employee's newsletter. Identify and introduce innovative communication tools for internal communication. Liaise with employees and stakeholders to ensure relevance, impact and currency of internal communication tools. Profile and promote the dti programmes and policies to employees. Stakeholder relations management: Develop and facilitate approval of Service Level Agreements with suppliers - external editors, printers and distributors. Establish and maintain good working relationships with programme managers, particularly on content development and management issues. Liaise with Ministry, including Parliament Liaison Office and Media Relations Unit to ensure timeous publication of speeches and Parliamentary documents. Management of the directorate: Develop and implement the directorate's operations plan. People management, training and development. Coaching and mentoring. Compilation of directorate's monthly, quarterly and annual reports. Presentation of unit's performance at divisional meetings and other forums. Manage the directorate's budget allocation and ensure adherence to PFMA and other financial and procurement regulations and guidelines.

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

OTHER POST
POST 40/79
DEPUTY DIRECTOR: PLASTICS REF NO: IDD/CHEM & AI 003
Overview: To develop, advise and provide technical support for the Plastics policies, strategies and programmes.

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

CENTRE
Pretoria

REQUIREMENTS

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

Research and Analysis: Develop terms of reference, manage research to support the development of appropriate interventions to support growth of the sector. Conduct research, identify best practice in the area of Plastics sector and recommend appropriate policies and strategies. Consolidate all research findings to formulate Plastics policies, procedures and strategy in line with Industrial Policy Action Plan. Conduct research on issues related to competitiveness and development of Plastics sector. Provide support in the analysis of Plastics sector.

Implementation of sector development interventions: Support the implementation of sector development interventions. Sub-Directorate Management: Provide inputs into the annual business plans, MTEF, MTSF as well as virement participation. Provide inputs into budgetary requirements of the unit including scoping project financial requirements. Compile progress reports on a monthly basis on the projects with regards to time-lines and budgets. Submit all performance related documents in accordance with performance management requirements.

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 and Indian male candidates and White candidates.
THE PRESIDENCY

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

APPLICATIONS: The Presidency, Private BagX1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.

FOR ATTENTION: Ms Kefilwe Maubane

CLOSING DATE: 19 October 2018

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

OTHER POST

POST 40/80: ASSISTANT DIRECTOR: RECORDS MANAGEMENT

Directorate: Auxiliary Services

1 year contract

SALARY: R356 289 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: A Senior Certificate plus a Bachelor’s Degree in Records/Archival/Information Management fields or equivalent qualification on NQF level 7. A minimum of three (3) years supervisory experience in archival field with specific specialisation in records management and information systems. Competencies: Good verbal and written communication skills, client orientation and customer focus, supervisory skills, people management skills, mentoring and empowerment, negotiation and conflict management, honesty and integrity, problem solving, analysis, reporting and financial and procurement management. Must have good administrative and organising skills. Knowledge of National Archives and Records Services of South Africa Act No 43 of 1996 as amended and other legislations which impact on archives, records management and information systems. Knowledge of electronic records management databases, software and operating systems e.g. IDMS, EDMS and ERM. Knowledge of Public Service Regulatory Framework, Treasury Regulations and Public Finance Management Act.

DUTIES: The successful candidate will be responsible for organising, managing and leading Auxiliary Services unit, Records Management and appropriate information systems for the unit. Overseeing organisational records from their disposal. Maintaining, verifying and evaluate existing Records Management systems. Overseeing compatibility of existing paper and electronic record keeping systems. Handling enquiries from both internal and external clients. Ensuring that records are protected in accordance with prescripts, policies and practices of the National Archives and Records Services. Ensuring that financial, legal or administrative requirements and regulations are complied with. Ensuring the classification and indexing of records. Ensuring the disposal and archiving of records upon completion. Ensuring that records are easily accessible when required. Providing appropriate training to staff to
ensure proper records maintenance. Managing the telephone services for the department. Ensuring confidentiality of all incoming mails and ensure that all items reach the intended receipts in the same quality.

ENQUIRIES : Ms Renata Shilubana-Lechaba Tel No: (012) 308 1725
The Department of Cooperative Governance 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 Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605; Hand delivered applications will be received at Foyer.

FOR ATTENTION: Ms Ngalo

CLOSING DATE: 19 October 2018 @ 15H30

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/ or http://eclgta.ecprov.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. 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 Cooperative Governance and Traditional Affairs 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 personnel suitability check in terms of minimum information security standard. Selected candidates will also be subjected to competency based assessment and technical exercise that intends to test relevant technical elements of the job. 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.

OTHER POSTS

POST 40/81

DEPUTY DIRECTOR: CONTRACT MANAGEMENT

REF NO: COGTA01/09/2018

This is a re-advertisement (candidates that have applied previously are requested to re-apply)

SALARY: R697 011 – R821 052. Commencing salary: R697 011 per annum (Level 11)

CENTRE: Bhisho

REQUIREMENTS: A recognized three-year degree in Law/ or LLB degree or NQF level 7 relevant qualification. Five (5) years working experience at a Junior Management level with contract management. Computer Literacy. A valid Code 8 driver’s license. Competencies: Knowledge of Constitution, PFMA, Treasury Regulations and other legal prescripts applicable to the field. Strong communication and negotiation skills, Problem Solving, Thorough knowledge and experience in project management and monitoring Ability to do presentations, interpretation of reports and policies. Ability to make high level of submission and excellent report writing skills.

DUTIES: Draft contracts and service level agreements. Evaluate the performance of contracts of service providers. Advise management timeously of expiry of contracts in order to provide end user division sufficient time to decide
whether to renew the contract or re-advertise the requirements. Invoke termination clauses to contracts on breach of contracts, understanding of dispute resolution mechanism, assist the Demand Management unit in crafting of tenders, specifications and terms of reference. Provide guidance in recommendation of variation orders / extension of contracts. Assist in resolution of disputes arising in award, performance and review of contracts. Manage budgets and personnel. Monitor budget spending. Maintain a contract management register. Develop and review performance work plans and the related and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the Sub-Directorate in order to provide corrective mechanism. Provide support for safekeeping and maintenance of records, information and knowledge in the Sub-Directorate. Assist in gathering information and responding to audit queries. Responsible for efficient management of the Sub-Directorate including the effective utilization and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

**ENQUIRIES** : Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)

**NOTE** : Preference will be given to African Female

**POST 40/82** : DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: COGTA02/09/2018

**SALARY** : R697 011 – R821 052. Commencing salary: R697 011 per annum (Level 11)

**CENTRE** : Bhisho

**REQUIREMENTS** : A recognized Bcom degree majoring in Accounting plus Administration/ Five (5) years working experience at a Junior Management Level in a Supply Chain/Financial environment. Knowledge of procurement, Logistics, purchase and financial management. Computer skills in as far as MS Word, Excel and Power point. Code 8 Drivers license. Competencies: An ability to work under pressure.

**DUTIES** : Assist in the implementation and monitoring of procurement policies and procedures. Ensure that the procurement of goods and services is transparent and fair to all the suppliers and that the quality standards are met all times. Ensure the application of systems of internal controls for compliance with the Treasury Regulations and PFMA. Strategic planning for supply chain management. Conduct a commodity analysis & check for alternatives at least in the case of strategic purchases. Assists the department on matters pertaining to the adjudication of tenders. Provide support to the procurement officials in order to maintain the quality and cost effectiveness in the supply of goods and services. Strengthen the communication channel on issues pertaining to supply chain management. Administer stock holding and wastage throughout the supply chain management process. Assist in effective stock management, achieve lowest purchase price and service offerings for goods and services. Provide technical assistance with regards to requirements for goods and services. Responsible for efficient Management of the Sub-Directorate, including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

**ENQUIRIES** : Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)

**NOTE** : Preference will be given to Coloured Female.

**POST 40/83** : ASSISTANT DIRECTOR: YOUTH DESK REF NO: COGTA 03/09/2018

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

**CENTRE** : Bhisho

**REQUIREMENTS** : A recognised three year degree in Social Science/Diploma in Public Administration or relevant NQF level 6 qualification with minimum of five
years in level 7 in Administration related field or 3 years in level 8 in
Special Programmes Unit. In Depth knowledge of youth related policies,
mainstreaming of issues of designated groups and monitoring equity.
Computer Literacy and Drivers Licence.

**DUTIES**
Mainstreaming youth-centered approach to departmental policy,
planning, implementing and programming processes. Advice and support
Department, and Municipalities on all matters pertaining to the
empowerment of young people. Liaise with Provincial Youth Institutions,
and relevant stakeholders on Youth Development. Facilitate awareness
raising and confidence building among young people at all departmental
levels. Provide a co-ordination framework for the effective implementation
of youth programmes in the Department. Monitor and evaluate
Departmental objectives on Youth Development. Develop Specific Youth
Developmental Strategy as a guidance to line function. To compile the
Department’s reports on Youth Programme. Assess (at the beginning of
the budget year) whether adequate funds have been allocated to
implement youth friendly aspects of Departmental policies.

**ENQUIRIES**
Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)

**NOTE**
Preference will be given to African Males and people with disabilities.

**POST 40/84**
**VALUERS: VALUATION (CHRIS HANI AND JOE GQABI DISTRICT)**
**REF NO: COGTA 04/09/2018 (X2 POSTS)**

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

**CENTRE**
Bisho

**REQUIREMENTS**
An appropriate degree/diploma in Property Valuations supported by a
minimum of one-year experience in the valuation environment.
Registration or eligibility to register as a Professional Valuer or
Professional Associated Valuer without restriction with the South African
Council for the Property Valuer’s Profession. Computer literacy, Microsoft
Office Application, MS Excel, Project and Power-point. Valid code 8
driver’s license. Eligible to register as a candidate value with the SACPVP
and candidate value attended and pass work school programme.

**DUTIES**
Support and monitor the implementation of the Municipal Property Rates
Act, 2004 as amended. Assist in the preparation of Directorate budget,
annual performance and operational plans.

**ENQUIRIES**
Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)

**NOTE**
Preference will be given to African Female and Coloured.

**POST 40/85**
**OFFICE MANAGER: TRADITIONAL LEADERSHIP INSTITUTIONAL
SUPPORT SERVICES**
**REF NO: COGTA 05/09/2018**

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

**CENTRE**
Dalindyebo Kingdom

**REQUIREMENTS**
A recognized three-year degree/diploma or NQF level 6 in Public
Management /Social Science/Development Studies. Three (3) years
supervisory experience in the public sector/private sector/ non-
governmental or community based organization. Computer Literacy and
Code 08 Drivers licence.

**DUTIES**
Coordinate functions and activities of the Kingdom and Traditional
Councils within the Kingdom. Prepare memoranda, reports and
presentations for the Kingdom. Manage the diary of the King. Provide
secretariat to the meetings of the Kingdom and follow up on
implementation of the resolutions thereof. Liaise with the relevant
stakeholders regarding the development activities of the Kingdom.
Prepare the budget for the Kingdom. Manage assets of the Kingdom in
line with the departmental Asset Management policy of the Department.
Manage logistic arrangements for the King as and when required.
Manage staff in the Kingdom and ensure discipline. Coordinate support
provided to the Kingdom by the Department. The incumbent will be responsible for the overall management of the Kingdom.

ENQUIRIES  :  Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)
NOTE  :  Preference will be given to African Female.

POST 40/86  :  SENIOR ADMIN OFFICER: RESEARCH - HOUSE OF TRADITIONAL LEADERS REF NO: 06/09/2018

SALARY  :  R299 709 – R353 043 commencing salary: R299 709 (Level 08)
CENTRE  :  Bhisho
REQUIREMENTS  :  A Recognized three-year degree/diploma in Social Science majoring in Anthropology/ History. Three (3) years’ experience in the research relate field. Senior certificate with coupled seven (7) years Supervisory experience. Computer literacy (Microsoft Word, MS Excel, Project and Power Point are all mandatory. A valid Code 8 driver’s license is compulsory. Competencies: Must be able to communicate fluently in any African language spoken in the Eastern Cape both verbally and in writing. Knowledge of legislation governing traditional leadership institutions. Project management and conflict management skills. Sound interpersonal and team work skills.

DUTIES  :  Conduct research on relevant traditions and customs applicable in the Eastern Cape Province. Render Administrative support to House Committees. Conduct research on claims and counter claims pertaining to traditional leadership disputes. Write and submit reports on research findings.

ENQUIRIES  :  Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)
NOTE  :  Preference will be given to African Male.

POST 40/87  :  SENIOR ADMIN OFFICERS: TRADITIONAL LEADERSHIP INSTITUTION SUPPORT CO-ORDINATION REF NO: COGTA 07/09/2018

SALARY  :  R299 709 – R353 043 commencing salary: R299 709 (Level 08)
CENTRE  :  Bhisho
REQUIREMENTS  :  A recognized three (3) year degree/diploma in Public Administration/ Management/ Financial Management or (NQF level 6) qualification with (3) years relevant experience or Senior Certificate with seven (7) years’ experience in the relevant field. Competencies: Broad understanding of PFMA, creditors’ management, procurement and administration.

DUTIES  :  Efficient and effective Budget management, monitoring and reporting, procurement of goods and services in compliance with the relevant departmental policies, timely payment of creditors’ invoices and clearance of commitments, processing of claims for allowances. Staff Supervision and performance management thereof. Provide logistical arrangements and other administrative support to officials in the Regional Offices. Monitor Compliance with all relevant pieces of legislation, ensure good governance in the Directorate, and assist with audit queries as and when required.

ENQUIRIES  :  Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)
NOTE  :  Preference will be given to African Female

POST 40/88  :  SENIOR ADMIN OFFICERS: TRADITIONAL LEADERSHIP INSTITUTION SUPPORT CO-ORDINATION REF NO: COGTA 08/09/2018

SALARY  :  R299 709 – R353 043 commencing salary: R299 709 (Level 08)
CENTRE  :  Fingo Region
REQUIREMENTS  :  A recognized three (3) year degree /diploma in Public Administration /Management /Social Science or NQF level 6 relevant qualification coupled with three years’ relevant experience or Senior Certificate with seven year’s relevant experience in the relevant field. A code 8(EB) Driver’s Licence.
**DUTIES**
Check book of accounts in respect of Traditional Councils for submission to head office. Administer the provisioning of support and resources to Traditional Leadership Institutions. To facilitate the recognition and termination of Traditional Leaders. Administer the conditions of service of Traditional Leaders. Provide administration support in the processing of sitting allowances of Traditional Councils. Assist in the administration of claims and payment of gratuities to beneficiaries of Traditional Leaders. Administer the physical verification of traditional leaders periodically. Assist in the identification of training needs for traditional leaders. Responsible for the efficient utilization of resources, training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state property.

**ENQUIRIES**
Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)

**NOTE**
Preference will be given to African Female.

**POST 40/89**
**DRIVER TO THE KING: TRADITIONAL LEADERSHIP INSTITUTION SUPPORT CO-ORDINATION REF NO: COGTA09/09/2018**

**SALARY**
R115 437 - R135 981 commencing salary: R115 437 per annum (Level 03)

**CENTRE**
Qamata Kingdom

**REQUIREMENTS**
ABET/Grade 8/ equivalent qualification. Driver’s license with code 08, PDP will be an added advantage. Good and safe driving record is compulsory. Knowledge or Transport Regulations.

**DUTIES**
Provide messenger driving services to the King of Qamata. Assisting on protocol, security and safety of the Principal. Proper maintenance of vehicle. Submission of the logbook returns to the department. Submission of official correspondences to Traditional councils, government and other stakeholders.

**ENQUIRIES**
Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)

**NOTE**
Preference will be given to African Male.

**POST 40/90**
**MESSENGER DRIVER REF NO: COGTA10/09/2018**

**SALARY**
R115 437 - R135 981 commencing salary: R115 437 per annum (Level 03)

**CENTRE**
Maluti Region

**REQUIREMENTS**
ABET/Grade 8/ equivalent qualification. Code 10 driver’s license with PDP.

**DUTIES**
Knowledge of Transport Regulations. To transport officials when necessary. To take care of driving for the Region. To collect stationery and cleaning material from Head Office. Move assets from one place to another. See to it that vehicle is taken to service when necessary. Serve as a Messenger to Regional Office. Attend to all Messenger duties, i.e. photocopying, handling of mail, Delivery and collection of goods and correspondences from Head Office to the Regional Office and Traditional Councils, Collection and delivery of parcels, packages and official documents as and when required by the head of the Region.

**ENQUIRIES**
Ms. NG Mditshwa Tel No: (040 609 5351/5258/5352)

**NOTE**
Preference will be given to African Male.

**DEPARTMENT OF HEALTH**

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

**Cecilia Makiwane Hospital** - Post to: Cecilia Makiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mnontsho Tel No: 043 7082118.

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


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

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

Joe Gqabi District - Post to: Human Resource Office, 32 Dan Pienaar Street, Springs, Aliwal North, 9750 or Hand deliver to: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750. Enquiries: Mr J.S Ndzinde – Tel No: 051 633 9629.

Empilisweni District Hospital- Post to: Human Resource Office,Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo – Tel No: 051 611 0037.


Makana Sub- District - Post to: Human Resource, Recruitment Office Makana Sub- District Private Bag X 1023 Grahamstown 6140 or Hand deliver to Makana Sub District 49 Beaufort Street Grahamstown 6140. Enquiries: MsQaleni Tel No: 046 622 4901

Kouga Sub District - Post to: The Human Resource Office, Kouga Sub District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquires Mrs Phillips Tel: 042 200 4214.

Midlands Hospital - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, GraafReinet, 6280 or Hand Deliver at: Human Resource Office, Midlands Hospital, GraafReinet. Enquiries: Ms M. Human Tel No: 049 807 7739

Adelaide Hospital: Post to: Human Resource Office, PO Box 128, Adelaide 5760 or Hand deliver to Piet Relief Drive, Adelaide 5760. Enquiries: MsKarel Marques Tel No: 046 684 0066.

Amathole District Office: Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms Nene Tel No: 043 707 6748.

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

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

Raymond MhlabaSub-District: Post to: HR Office, Nkonkobe Health Sub-district, P.O Box 967, Fort Beaufort, 5720 or Hand deliver to: Room 08, Nkonkobe Health Sub- district, 1st Floor, Cape College Building, Fort Beaufort, Enquiries to: Ms V Mhlanga Tel No: 0466451892.

Stutterheim Hospital: Post to: HR Office, Stutterheim Hospital PO Box 40 Stutterheim 4930 or hand deliver to: HR Office Stutterheim Hospital PO Box X 40 Stutterheim 4930. Enquiries: Ms P Booi Tel No: 043 683 1313.
Tafalofefe Hospital: Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane 4980 Enquiries: MsMadlebe –Tel No: 047 498 8900.

Tower Psychiatric Hospital: Post to: Human Resource Office, Tower Hospital Private Bag X 228 Fort Beaufort 5720 Enquiries: MsMafani Tel No: 046 645 5007

Victoria Hospital: Post to: Victoria Hospital, Private Bag X1300 Alice 5700 or hand deliver: HR Office, Old Lovedale Road, Alice 5700. Enquiries: MsL Mangasi Tel No: 040 653 1141

Cradock Hospital: Post to: Human Resource Office, Cradock Hospital, Private Bag X55, Cradock, 5880. Enquiries: Danster Tel No: 048 881 2123


Glen Grey Hospital: Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142 Lady Frere, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: MS N Ralushe Tel No: 047 878 2800.

Frontier Regional Hospital: Post to: Human Resource Office, Frontier Hospital, Private Bag X7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo – Tel No: 045 808 4272.

Wilhem Stahl Hospital: Post to: Human Resource Office Wilhelm Stahl Hospital, Private Bag X518, Middleburg, Eastern Cape, 5900. Enquiries: Mr B Mbalula Tel No: 0498421111.


KomaniHospital: Post to: Human Resources Office, Komani Hospital, Private Bag x7074, Queenstown 5319. Enquiries: MsMandindi – Tel No: 045 858 8400.

Dordrecht Hospital: Post to: HR Office, Dordrecht Hospital PO Box 80 Dordrecht 5435 or hand deliver to: HR Office, 1 Grey Street, Dordrecht Hospital, Dordrecht 5435 Enquiries Ms Mandla Tel No: 045 943 1019.


Indwe Hospital: Post to: HR Office, Indwe Hospital PO Box 5 Indwe 5445 or hand deliver to: No1 Graham Street, Indwe Hospital Indwe5445 Enquiries: Christa Gouws Tel No: 045 881 2921

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

Greenville Hospital: Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, Bizana, 4800, Enquiries: Mr Bango Tel No: 039 251 3009

Mount Ayliff Hospital: Post to: P/Bag X504, Mount Ayliff Hospital, 4735 or Hand Delivery No. 8 Ntsizwa Street Mount Ayliff 4735 Enquiries: Mrs Pencil Tel No: 039 2540236

Sipetu Hospital: Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Mr EF Madaka Tel No: 039 255 0077.

St Patricks Hospital: Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Jafta Tel No: 039 251 0236


Alfred Nzo District Office - Post to: Human Resource Office, Alfred Nzo District Office, Private Bag X 3515, Kokstad, 4700: Enquiries Mr K Praim Tel No: 039 797 6070.

Khotsong TB Hospital: PO Box 115 Matatiele 4730 Enquiries: Ms A Lebata 039 737 3801.

Mthatha Regional Hospital: Post to: HR Office, Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital Enquiries: Ms Mkosi Tel No: 047 502 4143/4008

Sarah Baartman District Office: Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, 5 Downing Street, Port Elizabeth 6001. Enquiries: Ms T. Mpitimpiti Tel No: 041 408 8509

King Sabatha Dalindyebo Sub-District: Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 6th Floor Room 19 Botha Sigcawu Building Enquiries: Ms O Gcanga Tel No: 047 531 0823.

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

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

Nelson Mandela Academic Hospital: Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469

Nyangeni 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

St Lucys Hospital - Post to: Human Resource Office, St Lucy’s Hospital, P.O St Cuphberts, Tsolo, 5171. Enquiries: Ms Mayikana Tel No: 047 532 6259.

Holy Cross Hospital: Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms Z Nomandanda – Tel No: 039 252 2026/8

Canzibe Hospital: Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to Hospital, Ngqeleni. Enquiries: Ms Solwandle – Tel No: 0824207172.

Dr Malizo Mpehle Hospital: Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel No: 047-542 6000.
OR Tambo District Office: Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building. Enquiries: Mr S Stuma Tel No: 047 502 9000.

Mhlontlo Sub – District: Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080 or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 5080. Enquiries: Ms N Tengile Tel No: 047 573 8936/073 200 0217

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

Port Alfred Hospital: Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170. Enquiries: Ms N Raco Tel No: 046 604 4000.

Closing Date: 19 October 2018

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

Other Posts:

Post 40/91: Deputy Director: Corporate Communications Ref No: ECHEALTH/DDC/HO/01/09/2018

Salary: R697 011 – R821 052 per annum (Level 11)

Centre: Bhisho, Head Office

Requirements: National Diploma/Degree in Communications or equivalent qualification coupled with 5 years’ experience in the field of which 3 years must be at Assistant Director Level. Knowledge of Public Communication. Knowledge of Constitutional, legal and institutional arrangements governing in South African Public Sector. Good networking abilities and above-average computer skills. Ability to work under pressure and meet deadline. Excellent written and oral presentation skills. Ability to speak
more than two official languages. Ability to edit. Managerial and organizational experience. Independent decision-making ability and sound organizational skills. A valid driver’s license.

**DUTIES**
Facilitate the production of departmental media, including newsletters, brochures, posters and pamphlets, services directorate to promote the key message, service and activities of ECDoH amongst the internal and external public. Assist in formulation of the Communication strategy. Build and maintain effective communication links with all identified stakeholders. Advice directorates and satellites offices regarding the development of communication programmes. Write articles for internal and external publications. Co-ordinate visits by external stakeholders.

**ENQUIRIES**
Mr S Manana Tel No: 040 608 1065

**POST 40/92**
**DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO:**
ECHEALTH/AFNDO/DDSCM/01/09/2018

**SALARY**
R697 011 – R821 052 per annum (Level 11)

**CENTRE**
Alfred Nzo District Office

**REQUIREMENTS**
National Diploma/Degree in Financial Management/Supply Chain Management or equivalent qualification coupled with 5 years’ experience in the field of which 3 years must be at Assistant Director Level. Sound knowledge Computer literacy and knowledge of government accounting systems and software (e.g. BAS & PERSAL etc). Extensive knowledge of or experience in PFMA, Treasury Regulations and other legislation. A valid driver’s license. Strategic Planning. Ability to work under pressure. Strong inter-personal relations. Ability to plan and organize effectively. Ability to work accurately and under pressure. Ability to interact with all levels of management, external stakeholders and patients. Excellent written and verbal communication. Ability to collect and analyze data. A valid driver’s license.

**DUTIES**
Provision of generic management services. Guide and supervise the implementation of Supply Chain Management related policies and programmes. Planning and compilation of operations’ baseline plans. Coordination of unit operations or programme. Coordinate related work committees to advance hospital interests. Manage provision of Sub-Directorate programs and projects: Guide execution and maintenance of the following activities:-Demand, Acquisition, Contract, Asset and Logistics. Manage utilization of physical, financial and human resource in the Sub-Directorate: Compile budget proposal of the Sub-Directorate. Table budget proposal to the finance structure for consideration. Monitor budget spending and make budget reviews for the Directorate and report deviations to the Director. Recommend/approve basic financial transactions of the Sub-Directorate Assign work programs and projects to relevant Assistant Managers of the Directorate. Develop and review performance work plans and the related job profiles. Manage of information, records and knowledge in the Directorate: Support and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the Sub-Directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the Sub-Directorate.

**ENQUIRIES**
Mr K Praim Tel No: 039 797 6070

**POST 40/93**
**DEPUTY DIRECTOR: PLANNING MONITORING & EVALUATION REF NO:**
ECHEALTH/DD-M&E/NMAH/01/09/2018

**SALARY**
R699 011 – R821 052 per annum (Level 11)

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

**REQUIREMENTS**
An appropriate recognized three-year Bachelor’s Degree / National Diploma or equivalent qualification in Health Sciences, Social Sciences and Public Management with at least five to eight years’ experience within the Public Service and hospital environment ,of which a minimum of 3
years must be experience at management level. Knowledge of National and Provincial Health Acts and their regulations, Public Service Act and Regulations, Public Finance Management Act and other relevant National and Provincial Precepts; Knowledge and understanding of government planning processes and cycle; Clear understanding, interpretation and analysis of health indicators for strategic planning purposes; Good communication (verbal and written), analytical, people management and interpersonal skills. Ability to work independently with limited supervision. Knowledge, possession and application of computer skill. A valid code 08 Driver’s License is a must. Please note, not a learner’s License.

**DUTIES**: Provide support in the development and review of the Strategic Plan, and Operational Plan of the institution. Build and develop capacity within the institution for effective and efficient planning and execution of departmental plans. Facilitate approvals and tabling of the strategic and operational plans to relevant oversight body within the stipulated time frames. Communicate the strategic imperatives to all employees of the institution. Monitor and evaluate implementation of various directorate’s operational plans. Ensure smooth running of Auditor General’s audit of predetermined objectives. Assist in the alignment of institutions plans with the strategic plan of the ECDcH, Provincial Development Plan, National Department of Health’s Strategic Plans and Health Council Priorities, Medium Term Strategic Framework, National Development Plan, the Sustainable Development Goals. Judicious support and reporting responsibilities to the management and assist in the production of monthly and quarterly reports of the Integrated Strategic Planning Unit.

**ENQUIRIES**: Ms Calaza Tel No: 047 502 4469

**POST 40/94**: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: ECHEALTH/DDFMIN/MAH/01/09/2018

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

**SALARY**: R699 011 – R821 052 per annum (Level 11)

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

**REQUIREMENTS**: Three year tertiary qualification or equivalent qualification/ an appropriate degree/diploma in commerce/Finance (Financial accounting or financial management related degrees or diploma) plus 2-3 years appropriate relevant experience in financial accounting services environment (sundry payments and or salary administration) as an Assistant Director or equivalent. Knowledge of financial legislation such as PFMA, Treasury regulations and acts. Basic Accounting System [BAS] and Salary Administration (PERSAL). Good communication skills (written and verbal). Good office administration, planning and organizational skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s licence. 10 years in the financial accounting services field with proven experience will be an added advantage. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Analyse and interpret financial data, do report writing and conduct meetings. Analytical skills, strategic thinking and problem solving abilities. Good communication skills and sound interpersonal relations. Payment of suppliers within 30 days. Ensure audit and communication to external and internal auditors. Ability to work in a team environment. Strong computer literacy, project management and presentation skills. The ability to meet deadlines.

**DUTIES**: Monitor/review and implement policies, procedures and other relevant prescripts on PERSAL and BAS, approve/authorize transactions on PERSAL and BAS or LOGIS. Monitor and control suspense accounts and exceptions. Ensure the administration of departmental payments (30 days maintained). Manage all resources allocated within the Section. Identify budgetary risks. To prevent, detect, investigate and report unauthorised, irregular fruitless and wasteful expenditure. Compilation of monthly and quarterly reports. Verify and authorise appointments on Persal. Verify and authorise promotions on Persal. Analyse the Persal
reports and allocate rejected transactions on Persal. Conduct post audit to confirm authenticity of payments after processing on Persal and Bas. Co-ordinate and respond to internal and external auditors. Monthly, quarterly and annual financial statements-inputs relevant to specific operational area submitted by due dates. Manage human resources issues. Provide inputs in to the strategic planning of section and execution of the operational plan. Ensure optimal performance of subordinates to enhance performance and service delivery. Manage quarterly assessment of subordinates. Identify problems and possible solutions or alternate methods to ensure customer satisfaction. Support clients with payment related enquiries and implements corrective measures where necessary. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System [PMDS].

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 40/95 : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: ECHEALTH/DDFM/STEH/01/09/2018
This is a re-advertisement. (Those who had applied before are welcome to apply again)

SALARY : R699 011 – R821 052 per annum (Level 11)
CENTRE : OR Tambo District, St Elizabeth Hospital
REQUIREMENTS : A National Diploma / Bachelor’s Degree in Accounting/Financial Management or equivalent qualification. Minimum of five (5) years' experience in Public Finance of which 3 years must be at Assistant Director level. Knowledge of or exposure in Public Financial & Supply Chain Management functions is required. Understanding financial management as implemented in Government and within the context of budgeting, expenditure & supply chain management. Knowledge and Understanding of PFMA; PPPFA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership, programme and project management, People management and empowerment, Service delivery innovation, Knowledge Management, Client orientation and customer focus. A valid driver’s license.

DUTIES : Manage and support provision of Financial and Supply Chain Management services in the hospital. Manage provision of budget planning and expenditure management services inclusive of budget compilation, spending, budget reviews, revenue and debtor management. Support and co-ordinate provision of Financial Accounting services inclusive of supplier, creditor, staff salary payments and payroll management. Manage provision of internal control services. Manage provision of Supply Chain and Asset Management services covering demand, acquisition, inventory, logistics and asset (movable & immovable). Manage the allocated resources of the Sub -directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Develop Audit improvement Plan for the unit.

ENQUIRIES : Mr M Nozaza – Tel No: 039 253 5012

POST 40/96 : ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: ECHEALTH/ASDEM/01/09/2018

SALARY : R356 289 – R419 679 per annum (Level 09)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Diploma/Degree in Communications/Events Management/Marketing or any other related qualification with 3 - 5 years’ experience in the related field of which 3 years must be at supervisory level. Project Management will be an added advantage. Knowledge of Public Communication. Knowledge of Constitutional, legal and

**DUTIES**
Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental Events. Co-ordinate invitations to events approved by Manager: Communications. Prepare Closeout reports for the events.

**ENQUIRIES**
Mr S Manana Tel No: 040 608 1065

**POST 40/97**
**ASSISTANT DIRECTOR ADMINISTRATION:** REF NO: ECHEALTH/AD/ADMIN/TBH/01/09/2018

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

**CENTRE**
Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

**REQUIREMENTS**
A National Diploma/Degree in Human Resource Management/Public Management /Public Administration or equivalent qualification with 3-5 years’ experience of which 3 years must be in Supervisory level. Knowledge and understanding of the PFMA, Public Service Regulation, PSCBC Resolutions, BCOEA, LRA, SDA and other Human resource regulatory frameworks. Extensive knowledge of PERSAL system. Ability to work under pressure and independently. Ability to handle a stressful environment. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus Computer literacy. A valid driver’s license.

**DUTIES**

**ENQUIRIES**
Ms Ngwabeni Tel No: 039 257 0099

**POST 40/98**
**ASSISTANT DIRECTOR: ADMINISTRATION:** REF NO: ECHEALTH/AD/ASD/EH/01/09/2018

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

**CENTRE**
Joe Gqabi District, Empilisweni Hospital

**REQUIREMENTS**
A National Diploma/Degree in Human Resource Management or Public Administration/Management or equivalent qualification coupled with 3-5 years’ experience in Human Resource management /Administration of which 3 years must be at supervisory level. Competencies: In-depth knowledge of PERSAL, public service human resource practices. In-depth knowledge of Human Resource policies and regulations i.e. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, White Paper on Transformation of the Public Service, Employment Equity Act, Skills Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer skills. A valid driver’s license.

**DUTIES**

**ENQUIRIES**
Mr S.L Bosholo Tel No: 051 611 0037

**POST 40/99**
**ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY MANAGEMENT** REF NO: ECHEALTH/AD/IT/SBDO/01/09/2018

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

**CENTRE**
Sarah Baartman District Office
REQUIREMENTS: National Diploma/Degree in Information Systems or equivalent qualification coupled with 3-5 years’ experience in the field of which 3 years must be at supervisory level. Experience in the management of large and complex contracts will be essential. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. ITIL Certification will be an added advantage. Must be in possession of a valid driver’s license. Leadership and Management skills. Project Management understanding. People and customer service skills. Aware of tactical and strategic business decision/ business needs. Articulating skills, both written, verbal and presentation. Organizing documents and prioritizing work. Negotiation skills. Account management skills. Analytical and statistical skills.

DUTIES: Development and Implementation of Office Automation policies, systems and procedures, Management of office Automation projects, Management of office automation and cellular communications infrastructure, procurement of such systems and services strictly according to government legislation, Co-ordination of training on Office Automation and capacity building, Management of Service Level Agreements, Resource Management, Asset Management etc. Management of payments, procurements of services and systems. Liaise and co-ordination between Customer and IT delivery and development groups, providing general advice, assistance, escalation and consultancy, maintaining a high level of awareness of market developments. Provide regular input to IT and line management on IT Customers requirements in order to achieve an efficient allocation and prioritization of IT resources. Contribute to the development and planning of the IT strategy in collaboration with the IT Customers and IT management by articulating the IT Customer’s business requirements and possible impact to IT. Prepare monthly and quarterly reports. Managing improvements to IT process and IT services. Continually measure the performance of 02 the service provider and design improvements to process, services and infrastructure in order to increase efficiency, effectiveness, and cost effectiveness.

ENQUIRIES: Ms T. Mpitimpiti Tel No: 041 408 8509

POST 40/100: ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: ECHEALTH/ AD/HRD/DORA/01/09/2018

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

CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital

REQUIREMENTS: National Diploma/Degree in HRM/Public Administration or equivalent qualification with 3-5 years’ experience of which 3 years must be on Supervisory level and in the HRD environment. Knowledge of Government policies and regulations pertaining to training development. Extensive knowledge and understanding of applicable legislation and policies in HRM/Development. Report writing and presentation skills. Effective communication at all levels. Project Management skills. Policy formulation, change and diversity management skills. The ability to conduct research and write proposals. The ability to work under pressure. Good administrative and organizational skills. Computer Literacy. A valid driver’s license.

DUTIES: Coordinate and implement Humana Resource Development. Initiate in line with strategic objective of the Department. Coordinate and monitor training and Development programmes. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses process and procedures. Administer the WSP / ATR process, identify and implement career development and succession planning. Communicate information on skills development to stakeholders. Organize, guide and convene Training Committee Meetings. Assists with the preparation and monitoring of the training budget. Supervise the training unit.
ENQUIRIES : Mr Johaar Tel No: 041 406 4435

POST 40/101 : SENIOR ADMIN. OFFICER – PLANNING, MONITORING AND EVALUATION REF NO: ECHEALTH/MRH/ACCSP/01/09/2018

SALARY : R299 708 - R353 043 per annum (Level 08)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Grade 12 with 10 years’ experience in the field or National Diploma/Degree in Public Administration/Public Management/Social Sciences or equivalent qualification with 2 - 5 years’ experience in the relevant field. Knowledge of relevant legislative framework and modern systems of government. Applied Strategic thinking, applying technology, budgeting and financial management, networking and project management. Sound Administration and Presentation skills. Knowledge and experience of MS Word, EXCEL, PowerPoint and Knowledge of Information Management Systems will serve as an advantage. Knowledge of Public Management Finance Act (PFMA) and other relevant acts and policies. Knowledge of departmental strategic planning process. Proven extensive knowledge and experience of Planning, Monitoring &Evaluation and reporting. Interpersonal skills, ability to interact with people and community. Ability to interpret policies. Communication skills (verbal and written). Computer skills. A valid driver’s license.

DUTIES : Facilitate hospital planning initiatives based on sound research and reliable management information. Monitor, evaluate and report on the implementation on the annual hospital health plan, monthly reports, quarterly reports, operational plan and strategic plan. Conduct performance reviews. Validate and produce reports on health information data for submission to Provincial Office. Monitor maintenance of data backup on monthly basis. Monitor capturing of data on the system. The officer acts as a technical support to all units in the hospital pertaining Planning, Monitoring & evaluation. Incumbent reports to the Strategic Service Manager.

ENQUIRIES : Ms Mkhosi Tel No: 047 502 4143/4008

POST 40/102 : HEALTH & SAFETY OFFICER REF NO: ECHEALTH/HSO/ORSH/01/09/2018

SALARY : R299 708 - R353 043 per annum (Level 08)
CENTRE : Nelson Mandela Metro, Orsmond TB Hospital
REQUIREMENTS : National Diploma/Degree Environment Health, Industrial Hygiene, Safety Engineering or Occupational Health with 2-5 years’ experience in the field. Safety training courses e.g. SHEQ, Safety Representative, Advanced Safety Representative and advanced SAMTREC. Tact and diplomacy, Able to work as part of a team, able to work independently. Integrity and honest, approach every query/ task with an open mind. Good communication and negotiation skills. Strict with company policy and rules and enforcing to work under the Act of 85 of 1993 regulations. Energetic and regular site inspection. Hard working and enforcing daily housekeeping at the workplace. A valid driver’s license.

DUTIES : To develop, implement and direct the hospital Safety and Risk Management program. To be responsible for safety planning, inspection and accident preventing work. To serve as chairperson of the hospital’s Safety and Disaster Planning Committees and to perform related work as required. Identify hazards and assess risks to health and safety, put appropriate safety controls in place. Provide advice on accident prevention and occupational health to management and employees. Identifies the causes and advises on improvements in safety standards that needs to be made. Safety officers also liaise with other agencies and internal staff over health and safety issues. Conduct training sessions for management, supervisors and workers on health and safety practices and legislation.
ENQUIRIES: Mrs C Bekker Tel No: 041 988 1111

POST 40/103: HOUSEKEEPING MANAGER REF NO: ECHEALTH/CLM/NMAH/01/09/2018

SALARY: R299 708 - R353 043 per annum (Level 08)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: An appropriate Diploma / Degree backed by at least 4 years’ experience in Cleaning / Laundry in an Industrial environment. Leadership skills, display willingness to work extended hours. Computer literacy, A valid driver’s license (at least code EB), Knowledge of PFMA, Procurement, Public services regulations, OHS Act and other legislation applicable to the post. Strong leadership, Negotiation, people management, presentation, policy Implementation, analytic thinking and problem solving. Skill Contract administration. Good verbal and written communication skills with respect to interacting with peers, subordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports. Proven ability to coordinate, comply and enforce the Implementation of policies. Display the willingness to work extended Hours.

DUTIES: While reporting to the Soft Services Manager, the successful incumbent will oversee and programme cleaning for the two Institutions. Control service programme of external companies in cleaning services for the institution. Support the institution in its strategic goals and objectives. Liaise with colleagues of different ranks with regard to required support from the sub directorate. Manage support from the sub- directorate. Allocate, control and monitor the resources within the sub- directorate. Implement and maintain policies, methods practices and standards on quality services and legislation. Overall quality control of work in line with Batho Pele principles to solve problems of an operational nature. Assist management with advice relating to cleaning services.

ENQUIRIES: Ms Calaza Tel No: 047 502 4469

POST 40/104: CONTROL LAUNDRY MANAGER REF NO: ECHEALTH/CLM/NMAH/01/09/2018

SALARY: R299 708 - R353 043 per annum (Level 08)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: An appropriate Degree/ Diploma backed by at least 4 years’ experience in Laundry management in Hospital environment. Leadership skills, display willingness to work extended hours. Computer literacy, A valid driver’s license (at least code EB), Knowledge of PFMA, Public service regulations, OHS Act and other laundry management legislations applicable to the post. Strong leadership, negotiation, people management, presentation, policy implementation, analytic thinking and problem solving. Skills Contract administrative. Good and verbal written communication skills with respect to interacting with peers, subordinates, other employees. Ability to write reports. Proven ability to coordinate, comply and enforce the implementation of policies.

DUTIES: Implement and maintain policies. Conduct laundry management assessment tools and inspections. Conduct and participate in meetings. Provide office administrative functions. Oversee and programme laundry management programme for the institutions. Support the institution in its strategic goals and objectives. Liaise with colleagues of different ranks with regard to required support from the sub directorate. Manage staff on the direct and indirect levels in the sub directorate. Implement and maintain policies, methods and practices and standards on quality service and legislation. Overall quality control of work in line with Batho Pele principles. To solve problems of an operational nature. Assist management with advise relating to laundry management.

ENQUIRIES: Ms Calaza Tel No: 047 502 4469
POST 40/105 : **PROVISIONING ADMINISTRATION OFFICER: ACQUISITION REF NO: ECHEALTH/ PAO/HO/01/09/2018**

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

**CENTRE** : Bhisho, Head Office

**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years’ experience in the field or National Diploma/Degree in Supply Chain Management /Commerce or equivalent qualification with 2-3 years relevant experience in Supply Chain Management (Tender Administration). Proven Computer Skills (Ms Office). Proficiency / Practical knowledge in Ms Excel, Ms Word, email and internet. Good Communication Skills (verbal and written). Accuracy and attention to detail. Ability to work under pressure. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts. A valid driver’s license.


**ENQUIRIES** : Ms Mnukwana Tel No: 040 608 9502

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POST 40/106 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/CMH/01/09/2018**

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

**CENTRE** : Buffalo City Metro, Cecilia Makiwane Hospital

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

**DUTIES** : Manage stores administration in the institution. Ensure that all materials/stock are available. Ensure that the storage for the stock is in good condition and quality. Control procurement services. Check that all the procurement documents are in order. Monitor the implementation of stores procedure. Check that the stock is dispatched is in a correct manner. Ensure that stock taking is undertaken. Ensure that records of stock purchased or orders are kept in a safe place. Maintain stock levels. Supervise, coach and mentor subordinates. Conduct performance reviews.

**ENQUIRIES** : Ms. P. Mncotsho Tel No: 043 7082118

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POST 40/107 : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/FTH/01/09/2018**

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

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

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

**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years’ experience or Degree/National Diploma in Financial Management or Supply Chain Management or relevant qualification with 0-2 years’ experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver’s license.
**DUTIES**: Manage stores administration in the institution. Ensure that all materials/stock are available. Ensure that the storage for the stock is in good condition and quality. Control procurement services. Check that all the procurement documents are in order. Monitor the implementation of stores procedure. Check that the stock is dispatched in a correct manner. Ensure that stock taking is undertaken. Ensure that records of stock purchased or orders are kept in a safe place. Maintain stock levels. Supervise, coach and mentor subordinates.

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

**POST 40/108**: INFORMATION OFFICER REF NO: ECHEALTH/IO/CMH/01/09/2018

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

**CENTRE**: Buffalo City Metro, Cecilia Makiwane Hospital

**REQUIREMENTS**: Grade 12 or equivalent with 10 years’ experience in Health Information Management or National Diploma/Degree in Information Management or equivalent qualification with 0-2 years’ experience. Sound knowledge of national health priorities, objectives and indicators. Understanding of the health information flow and reporting requirements. Ability to analyse and communicate results to end users. Ability to liaise with internal and external stakeholders. Ability to work under pressure. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the National Core Standards. High level of reliability. Experience in a health care setting using Health Department Information Systems and software (DHS) or a relevant tertiary qualification will be added advantage.

**DUTIES**: Roll out (install) TB/HIV Information system (ART TIER.NET) in the facility. Conduct trainings on route Health Information System (ART TIER.NET)/EDR Web/DHIS). Ensure that good quality data is collected across the hospital, verified, collated into DHIS and submitted to the next level on time. Provide feedback to the reported units through presentations and narrative reports. Ensure compliance with all provincial and national reporting requirements. Ensure that the Health Information records are filed properly and is readily available. Provide advice to ward managers and heads of department with regards to Health Information Management. Perform other related duties as assigned and agreed upon. Attend to all legal instructions given to you in writing or verbally by a senior Staff member. Adhere to meetings and trainings as approved by line manager. Comply with the Performance Management and development System (Contacting, quarterly reviews and final assessment).

**ENQUIRIES**: Ms. P. Mncotsho Tel No: 043 7082118

**POST 40/109**: ADMINISTRATION OFFICER (FINANCE) REF NO: ECHEALTH/AO/BCM/01/09/2018

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

**CENTRE**: Buffalo City Metro Office

**REQUIREMENTS**: Grade 12 with 10 years’ experience or National Diploma/Degree in Public Administration/Office Administration or equivalent with 2-3 years’ administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers’ license will be an added advantage.


**ENQUIRIES**: Ms Hazel – Tel No: 043 708 1700/1823
POST 40/110 : HUMAN RESOURCE PRACTITIONER: REF NO:
ECHEALTH/HRP/ANH/01/09/2018

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Joe Gqabi District, Aliwal North Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience in
the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years’ relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver’s license will be an added advantage.


ENQUIRIES : Ms Fourie - Tel No: 051 633 7700

POST 40/111 : LOGISTIC SUPPORT OFFICER: REF NO:
ECHEALTH/LSO/JQDO/01/09/2018

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Joe Gqabi District Office
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years’ experience or
Degree/National Diploma in Financial Management or Supply Chain Management or relevant qualification with 0-2 years’ experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver’s license.


ENQUIRIES : Mr J.S Ndzinde – Tel No: 051 633 9629

POST 40/112 : PROVISIONING ADMINISTRATION OFFICER REF NO:
ECHEALTH/PAO/MH/01/09/2018

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Sarah Baartman District, Midlands Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years’ experience in the field or National Diploma/Degree in Supply Chain Management /Commerce or equivalent qualification with 2-3 years relevant experience in Supply Chain Management. Proven Computer Skills (Ms Office). Proficiency / Practical knowledge in Ms Excel, Ms Word, email and internet. Good
Communication Skills (verbal and written). Accuracy and attention to detail. Ability to work under pressure. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts. A valid driver’s license.

**DUTIES**: Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

**ENQUIRIES**: Ms M. Human Tel No: 049 807 7739

**POST 40/113**: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/MH/01/09/2018

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

**CENTRE**: Sarah Baartman District, Midlands Hospital

**REQUIREMENTS**: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years’ relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver’s license will be an added advantage.


**ENQUIRIES**: Ms M. Human Tel No: 049 807 7739

**POST 40/114**: PATIENT ADMINISTRATION OFFICER REF NO: ECHEALTH/PAO/MH/01/09/2018

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

**CENTRE**: Sarah Baartman District, Midlands Hospital

**REQUIREMENTS**: Grade 12 or Equivalent qualification with 10 years relevant experience or Degree/ National Diploma in Public Administration or equivalent qualification with 0 – 2 years of experience in Public Sector administrative environment. Computer Literacy in MS Office Suite especially Word & Excel. Previous Administration in a Hospital Environment will serve as an advantage. This position is based in a psychiatric hospital. Knowledge of government policies & Prescripts, Service delivery and innovation. A good understanding of patient administration a psychiatric institution. Knowledge of mental health care Act17 of 2002 and all appropriate Public Service Legislation. Policy formulation and editing. Managing interpersonal conflict and resolve problems. Applied strategic thinking and team leadership. Written and verbal communication. Computer literacy. Report writing. A valid driver’s license.
DUTIES: Implement and give advice on government policies/legislations which are of a administrative nature, interpretation of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional Policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instruction or procedures or referring to established precedents or narrow policy guidelines. Reach conclusion within narrow guided by analyzing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/ strategy. Supervise patient administration clerks and administrative personnel at a lower levels identify and plan for training and development act as formal disciplinary authority. Collect and Analyse work statistics. Ensure compliance with statutory obligations which may include specification.

ENQUIRIES: Ms M. Human Tel No: 049 807 7739

POST 40/115: FINANCIAL PRACTITIONER: REF NO: ECHEALTH/SFP/AMATDO/01/09/2018

SALARY: R242 475 – R285 630 per annum (Level 07)
CENTRE: Amathole District Office
REQUIREMENTS: Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years’ relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers’ license.

DUTIES: Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and coordinate Cost Containment Committee meetings.

ENQUIRIES: Ms N Nene Tel No: 043 707 6748

POST 40/116: HUMAN RESOURCE PRACTITIONER: REF NO: ECHEALTH/HRP/BUTTH/01/09/2018

SALARY: R242 475 – R285 630 per annum (Level 07)
CENTRE: Amathole District, Butterworth Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 10 years’ experience or A Bachelor’s Degree / National Diploma in HRM/ Public Administration or equivalent qualification with 0-2 years’ experience. Computer Literacy. Knowledge of PERSAL. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. Good knowledge and understanding of legal framework governing Human Resources. A Valid Driver’s license and willingness to travel is essential.

DUTIES: Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods). Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human
resources/staff: Allocate and ensure quality of work. Personnel

ENQUIRIES : Ms P Mtshemla Tel No: 047 401 9000

POST 40/117 : HUMAN RESOURCE PRACTITIONER: REF NO: ECHEALTH/HRP/VC10/01/09/2018

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Amathole District, Victoria Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years’ experience or A Bachelor’s Degree / National Diploma in HRM/ Public Administration or equivalent qualification with 0-2 years’ experience. Computer Literacy. Knowledge of PERSAL. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. Good knowledge and understanding of legal framework governing Human Resources. A valid Driver’s license and willingness to travel is essential.


ENQUIRIES : Ms L Mangesi Tel No: 040 653 1141

POST 40/118 : STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: ECHEALTH/MRH/STA/01/09/2018

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Grade 12 with 10 years’ experience in the field or National Diploma/Degree in Financial Management/Accounting/Public Administration or equivalent qualification with 0-2 years’ experience in the field. Delta 9 and BAS experience and must be computer literate. Customer service principles. Sound analytic and problem solving skills. Good verbal and written communication skills. Ability to interpret policies. Ability to work independently and with a team. A valid driver’s license.

DUTIES : Implement all policies related to debt management process tracking activities and revenue services. Ensure debt management system is updated with new debtors daily. Administer and manage revenue accounts. Ensure follow-ups on all outstanding accounts are done. Manage and supervise the cashiers. Balance the cashier and the end of the day. Ensure that all surpluses and shortfall have been properly accounted for. Ensure that the receipt book, deposit book, remittance register and monies are locked in the main safe/strong room and banked daily. Maintain service level agreements. Ensure continuous improvement of the receipting and billing process. Authorize Journals on DELTA 9. Ensure that a proper record of the repayments and amounts remaining outstanding are maintained. Monitor the repayment arrangement to determine whether higher rate of installment. Ensure the reminding of debtors on outstanding payments. Assist in compiling of monthly, quarterly and annual reports and filling of all documents. To mentor staff and perform all duties assigned by supervisor.
ENQUIRIES : Ms Mkhosi Tel No: 047 502 4143/4008

POST 40/119 : STATE ACCOUNTANT: BUDGET REF NO:
ECEALTH/MRH/STAB/01/09/2018 (X2 POSTS)

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Grade 12 with 10 years’ experience in the field or National Diploma/Degree in Financial Management/Accounting/Public Administration or equivalent qualification with 0-2 years’ experience in budget management. A Bachelor’s degree or National Diploma in Finance or Accounting field or Senior certificate with 5 years’ financial experience. Knowledge of the Basic Accounting System, Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulations. Computer Literacy. Customer service principles. Communication skills (verbal and written). Ability to interpret policies. Ability to work independently and with a team. A valid driver’s license.

DUTIES : Ensure that the budget is captured correctly and accurately in the BAS system. Assist in preparation and compilation of monthly expenditure reports. Allocation of funds. Compile IYM reports. Assist in identifying potential cost saving opportunities in order to limit fruitless expenditure. Investigating expenditure misallocation and processing of journals. Assist the Budget Manager in collecting/obtaining relative financial budgetary information to execute budget management function. Assist in arranging and preparation for Budget Advisory Committee meetings. Assist in preparing financial budgetary reports and statistics. Collect/deliver budget related document from and to other departments. To do all duties assigned by supervisor. Ensure that the requirements of the Public Finance Management Act and Treasury Regulations as well as Departmental Financial Policies and Procedures are adhered to.

ENQUIRIES : Ms Mkhosi Tel No: 047 502 4143/4008

POST 40/120 : PATIENT ADMINISTRATION OFFICER REF NO:
ECEALTH/PAO/CH/01/09/2018

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Chris Hani District, Cofimvaba Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 10 years relevant experience or Degree/National Diploma in Public Administration with 0-2 years’ experience in the public sector administrative environment. Computer literacy in MS Office suite especially Word & Excel. Previous administration in a hospital environment will serve as an advantage. This position is based in a psychiatric hospital. Knowledge of government policies and prescripts. Service delivery and innovation. A good understanding of patient administration in a psychiatric institution. Knowledge of Mental Health Care Act 17 of 2002 and all appropriate Public Service Legislation. Policy formulation and editing. Managing interpersonal conflict and resolve problems. Applied strategic thinking and team leadership. Written and verbal communication. Computer literacy. Report writing skills.

DUTIES : Implement and give advice on government policies/legislations which are of an administrative nature. Interpretation of specialist clerical and administrative tasks with complex work content. Develop and interpret health institutional policies. Provide advice on procedural and policy matters to colleagues and the public. Solve problems by applying standing instructions or procedures or referring to established precedents or narrow policy guidelines. Reach conclusions within narrow policy guidelines by analysing a variety of mainly standard information. Exchange of more detailed information regarding departmental policy/strategy. Supervise patient administration clerks and administrative personnel at lower levels. Identify and plan for training and development. Act as formal disciplinary authority. Collect and analyse
work statistics. Ensure compliance with statutory obligations which may include specifications.

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

**POST 40/121**: LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/CH/01/09/2018

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

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

**REQUIREMENTS**: Grade 12 or equivalent qualification with 10 years relevant experience or National Diploma in SCM with 0-2 years’ experience in SCM environment. Good management and communication skills. Practical knowledge of LOGIS, knowledge of Treasury Regulations, PFMA and all relevant prescripts. Computer literacy in MS office (Word and Excel). Possession of valid and endorsed code EB (code 8) driver’s license. Good interpersonal relations; Hospital experience will be an advantage; Experience in Warehouse Management is required.

**DUTIES**: Manage stores administration in the institution. Ensure that all materials/stock are available. Ensure that the storage for the stock is in good condition and quality. Control procurement services. Check that all the procurement documents are in order. Monitor the implementation of stores procedure. Check that the stock is dispatched is in a correct manner. Ensure that stock taking is undertaken. Ensure that records of stock purchased or orders are kept in a safe place. Maintain stock levels. Supervise, coach and mentor subordinates.

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

**POST 40/122**: ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/NMBHD/MCHC/01/09/2018

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

**CENTRE**: Nelson Mandela Metro, Motherwell CHC

**REQUIREMENTS**: Grade 12 or equivalent qualification with 10 years’ experience or National Diploma/Degree in Human Resource Management/Public Administration or relevant qualification with 0-2 years’ experience. Good understanding of the Public Service Legislative and Regulatory framework. Sound knowledge of PERSAL, LOGIS and BAS. Understanding of procurement processes, asset management and financial management. Excellent communication and report skills. Advanced computer skills and a valid driver’s license.

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

**ENQUIRIES**: Ms P Makuluma Tel No: 041 391 8164

**POST 40/123**: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/SPH/01/09/2018

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

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

**REQUIREMENTS**: Grade 12 or equivalent qualification with 10 years’ relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years’ relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver’s licence.

ENQUIRIES: Ms Jafta Tel No: 039 251 0236

POST 40/124: FINANCIAL PRACTITIONER (PAYMENT) REF NO: ECHEALTH/DO/FP//01/09/2018

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

CENTRE: Alfred Nzo District Office

REQUIREMENTS: Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 0-2 years’ relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good interpersonal, communication (verbal and written), supervisory and computer skills. A valid drivers’ license.

DUTIES: Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and coordinate Cost Containment Committee meetings.

ENQUIRIES: Mr K Praim Tel No: 039 797 6070

POST 40/125: LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/CH/01/09/2018

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

CENTRE: OR Tambo District, Canzibe Hospital

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

DUTIES: Manage stores administration in the institution. Ensure that all materials/stock are available. Ensure that the storage for the stock is in good condition and quality. Control procurement services. Check that all the procurement documents are in order. Monitor the implementation of stores procedure. Check that the stock is dispatched is in a correct manner. Ensure that stock taking is undertaken. Ensure that records of stock purchased or orders are kept in a safe place. Maintain stock levels. Supervise, coach and mentor subordinates.

ENQUIRIES: Ms Solwandle Tel No: 0824207172

POST 40/126: LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/CH/01/09/2018

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

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


ENQUIRIES: Mr S Stuma Tel No: 047 502 9000

POST 40/127: HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/CH/01/09/2018

SALARY: R242 475 – R285 630 per annum (Level 07)
CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years’ relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.


ENQUIRIES: Ms Solwandle Tel No: 0824207172

POST 40/128: ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/TOMBO-CHC/01/09/2018

SALARY: R242 475 – R285 630 per annum (Level 07)
CENTRE: OR Tambo District, Nyandeni (Tombo CHC)

REQUIREMENTS: Grade 12 or equivalent qualification with 10 years relevant experience in the Public Sector or National Diploma /Degree in Human Resource Management/Public Administration or equivalent qualification with 0-2 years’ relevant experience. Knowledge of public service regulations, the Public Service Act, 1994 (Act 103 of 1994), PFMA and other human resource prescripts, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license.

ENQUIRIES: Ms Daniso Tel No: 047 555 0151/52

POST 40/129: ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/HCH/01/09/2018

SALARY: R242 475 – R285 630 per annum (Level 07)
CENTRE: OR Tambo District, Holy Cross Hospital
REQUIREMENTS: Grade 12 with 10 years’ experience or National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 years’ administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers’ license will be an added advantage.


ENQUIRIES: Ms Z Nompondana Tel No: 039 252 2026/8

POST 40/130: ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/STBH/01/09/2018

SALARY: R242 475 – R285 630 per annum (Level 07)
CENTRE: OR Tambo District, St Barnabas Hospital
REQUIREMENTS: Grade 12 with 10 years’ experience or National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 years’ administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers’ license will be an added advantage.


ENQUIRIES: Mr U Toni Tel No: 047 555 5300

POST 40/131: HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/ANH/01/09/2018

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: Joe Gqabi District, Aliwal North Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2 -5 years relevant experience. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Understanding of Batho Pele Principles. Knowledge of HR policies, procedures and prescribing. Good Interpersonal Skills. Good Verbal and Written communication skills.

DUTIES: Perform all tasks allocated to Human Resource Section. Gather process and interpret information on HR matters. Implement employee performance management and development systems. Prepare HR
reports weekly, monthly, quarterly and annually. Administer recruitment, selection, appointment, leave management and capture allowances. Implement conditions of services and employee benefits.

ENQUIRES : Ms Fourie Tel No: 051 633 7700

POST 40/132 : FINANCIAL CLERK: REF NO: ECHEALTH/FC/JH/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)

CENTRE : Joe Gqabi District, Jamestown Hospital

REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of financial functions, practices as well as the ability to capture data. Operate computer and collect financial statistics. Ability to work under pressure and to tight deadlines. Extensive knowledge of PFMA, Public Service Financial Legislation. Extensive knowledge of basic financial operational system (BAS, LOGIS and PERSAL). Report writing and presentation skills.

DUTIES : Render financial support services within the institution. Conduct balancing and banking all money received at the end of each day. Keep deposit book, remittance register and other revenue related documents in a locked strong room. Account for the surpluses and shortfalls and keep abreast of financial developments. Ensure that the collection and receipting of revenue in terms of PFMA and Treasury Regulations. Ensure deposit slip bears, bank stamp with correct deposit date after depositing money into the bank. Capture revenue receipts as may be required from time to time. Open files for debtor’s records, write and send letters of notification of debtors and follow up the cover departmental debts. Capture entities, attend to all queries related to debt including audit queries, capture journals and prepare reconciliation of debtors account.

ENQUIRIES : Ms L.J Jood Tel No: 051 633 9617

POST 40/133 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/MH/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)

CENTRE : Sarah Baartman District, Midlands Hospital

REQUIREMENTS : Grade 12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms M. Human Tel No: 049 807 7739

POST 40/134 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ADELH/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)

CENTRE : Amathole District, Adelaide Hospital

REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents
submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Ms K Marques Tel No: 046 684 0066

POST 40/135 : HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/BUTTH/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Amathole District, Butterworth Hospital
REQUIREMENTS : Grade 12 with 2-5 years’ experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

DUTIES : Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

ENQUIRIES : Ms P Mtshemla Tel No: 047 401 9000

POST 40/136 : HUMAN RESOURCE CLERK: REF NO: ECHEALTH/HRC/TAFAH/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Amathole District, Tafalofefe Hospital
REQUIREMENTS : Grade 12 with 2-5 years’ experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

DUTIES : Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

ENQUIRIES : Ms Madlebe Tel No: 047 498 8900

POST 40/137 : ACCOUNTING CLERK: REVENUE (CASHIERS) REF NO: ECHEALTH/MRH/ACC/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : Grade 12 with 1-2 years’ experience in finance. Competencies: Interpersonal skills/ ability to interact with people and community. Ability
to interpret policies. Communication skills (verbal and written). Computer skills.


**ENQUIRIES**: Ms Mkhosi Tel No: 047 502 4143/4008

**POST 40/138**: ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: ECHEALTH/MRH/ACC/01/09/2018

**SALARY**: R163 563 - R192 666 per annum (Level 05)

**CENTRE**: OR Tambo District, Mthatha Regional Hospital

**REQUIREMENTS**: Grade 12 with 1-2 years’ experience in finance. Competencies: Interpersonal skills/ ability to interact with people and community. Ability to interpret policies. Communication skills (verbal and written). Computer skills.

**DUTIES**: Assist with releasing of accounts. Make necessary follow-up on all outstanding accounts. Bill patient’s accounts on delta 9 system and submit them to external funders. Maintain history of patient accounts. Assist in compiling of monthly, quarterly and annual reports. Receipt all monies received. Prepare bank deposits. Capture BAS receipts on system. Prepare monthly returns. Issue OPD receipts, BAS receipts and Deposit books. Maintain stock register for face value forms. Responsible for the safe custody of all state monies and face value forms. Reconcile OPD and BAS receipts with deposits. Filing of all documents.

**ENQUIRIES**: Ms Mkhosi Tel No: 047 502 4143/4008

**POST 40/139**: ACCOUNTING CLERK: SALARY PAYMENT REF NO: ECHEALTH/MRH/ACCSP/01/09/2018

**SALARY**: R163 563 - R192 666 per annum (Level 05)

**CENTRE**: OR Tambo District, Mthatha Regional Hospital

**REQUIREMENTS**: Grade 12 with 2 – 5 years’ experience in Finance. Interpersonal skills/ ability to interact with people and community. Ability to interpret policies. Communication skills (verbal and written). Computer skills. Knowledge of BAS and PERSAL.

**DUTIES**: Capturing of all service benefits on PERSAL and BAS system. Compile journals and payments of leave gratuities. Distribution of pay slips and IRP 5. Capturing of garnishees.

**ENQUIRIES**: Ms Mkhosi Tel No: 047 502 4143/4008

**POST 40/140**: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/CH/01/09/2018

**SALARY**: R163 563 - R192 666 per annum (Level 05)

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

**REQUIREMENTS**: Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

**DUTIES**: Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and

ENQUIRIES : Ms A Mbana Tel No: 047 874 0111

POST 40/141 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/CH/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Chris Hani District, Cradock Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.


ENQUIRIES : Ms Danster Tel No: 048 881 2123

POST 40/142 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/IYS-DKC/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Intsika Yethu Sub-District, Kubengu Clinic
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms A Mabentsela Tel No: 047 874 0079

POST 40/143 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/CHESD-PC/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Emalahleni Sub-District, Philani Clinic
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets.
Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database.

ENQUIRIES : Ms Mtshabe Tel No: 047 878 4300

POST 40/144 : FINANCIAL CLERK REF NO: ECHEALTH/FC/FH/01/09/2018 (X2 POSTS)

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Chris Hani District, Frontier Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years appropriate experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
DUTIES : Knowledge of LOGIS. Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

ENQUIRIES : Mrs P Marongo Tel No: 045 808 4272

POST 40/145 : PROVISIONING ADMINISTRATION CLERK REF NO: ECHEALTH/PAC/CH/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Chris Hani District, Cala Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.
DUTIES : Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

ENQUIRIES : Ms Z Sentile Tel No: 047 874 8000

POST 40/146 : PROVISIONING ADMINISTRATION CLERK REF NO: ECHEALTH/PAC/CHD-EH/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Chris Hani District, Elliot Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.
DUTIES : Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and...
annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

| ENQUIRIES | : | Ms NB Puza Tel No: 045 9311321 |
| POST 40/147 | : | HUMAN RESOURCE CLERK: REF NO: ECHEALTH/PO/CH/01/09/2018 |
| SALARY | : | R163 563 - R192 666 per annum (Level 05) |
| CENTRE | : | Chris Hani District Office |
| REQUIREMENTS | : | Grade 12 with 2-5 years’ experience in the field. Knowledge of Human Resource Management prescripts and legislation. Knowledge of the procedure on Incapacity leave and ill Health Retirement (PILLIR), PERSAL System knowledge and be Computer Literate. |
| DUTIES | : | Facilitate the implementation of Service Benefit: Timeous processing of service benefits after termination of service e.g. pension and leave gratuity. Process housing allowance, long service awards and other leave encashment processes. Assist employees with regard to state guarantee applications and report on issues and released guarantees. Verify calculation for S and T’s and qualify check all attachments. Administer Leave Matters: Conduct quarterly leave reconciliations and compile report. Notify employees who exhausted their leave. Capture leave on PERSAL. Process leave discounting and leave gratuity matters and capture them on PERSAL. |

| ENQUIRIES | : | Ms Nyoka Tel No: 045 807 1110/1101 |
| POST 40/148 | : | OPD CLERK REF NO: ECHEALTH/OPDC/LIVH/01/09/2018 (X2 POSTS) |
| SALARY | : | R163 563 - R192 666 per annum (Level 05) |
| CENTRE | : | Nelson Mandela Metro, Livingstone Tertiary Hospital |
| REQUIREMENTS | : | Grade 12 with 2-5 experience in the field. Sound interpersonal relationship and pleasant telephone personality. Computer literacy and good communication skills. Planning and organizing skills. Knowledge of basis registry and filing practices. Customer relationship management skills. Sound numerical and mathematical skills. |
| DUTIES | : | Providing comprehensive patient registration services for outpatients, admissions, and casualty and emergency units. Financial classification of patients. Capturing all patients’ details on the Delta computer system. Issuing patient registration number. Scheduling patient consultations with doctors etc. Providing patient discharge and revenue collection services. Safekeeping of patient money, valuables and clothes. Tracking patient movements through patient, ward and bed number registers. Maintenance and improvement of services to ensure an acceptable standard of patient administration. Maximum utilization of available resources both human and material to achieve return on investment. Compilation of monthly reports. Proper filing and retrieval of patient records. |

| ENQUIRIES | : | Mrs. K Green Tel No: 041 405 2439 |
| POST 40/149 | : | REGISTRY CLERK REF NO: ECHEALTH/REGC/LIVH/01/09/2018 |
| SALARY | : | R163 563 - R192 666 per annum (Level 05) |
| CENTRE | : | Nelson Mandela Metro, Livingstone Tertiary Hospital |
| REQUIREMENTS | : | Grade 12 with 2-5 years’ experience in the field. Sound interpersonal relationship and pleasant telephone personality. Computer literacy and good communication skills. Planning and organizing skills. Knowledge of basis registry and filing practices. Customer relationship management skills. Sound numerical and mathematical skills. |
| DUTIES | : | Render routine registry administrative services: Receive and record correspondence and mail. Handle routine incoming and outgoing correspondence. Attend to on the counter queries and complaints. |
Capture information or transfer paper based information to electronic file. Receive, record and channel data through relevant sections such as faxes, mail and correspondence. Routine check and tracking of files in the registry. Trace lost or misplaced files and correspondence. Capture and update information on records file. Draft routine correspondence (type documents). Receive and acknowledge correspondence. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Open new files/volumes and update through recording on the filing system. Compile and maintain distribution list of general correspondence. Compile registry work statistics. Provide routine registry maintenance service: Continuous updating of the filing system, Retrieve and store institutional data and correspondence. Store master copies of circulars and internal communication. Archive closed volumes of files. Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRIES : Mrs. K Green Tel No: 041 405 2439

POST 40/150 : HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/LIVH/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 2 – 5 years’ experience in Human Resources Administration and Management field. Knowledge of PERSAL and experience in Public Sector Human Resource environment. Computer literacy, MS Excel Intermediate, Ms Word. Good verbal and written communication skills. Planning and organization skills. Knowledge of registry practices. Knowledge and understanding of the legislative framework governing the Public service. Good communication interpersonal skills. Must be committed and hardworking and have the ability to work under pressure. Basic knowledge of administration processes. Numerical skills.

DUTIES : Ensure effective capturing of PERSAL data. Effective implementation of Personnel provision including appointments, transfers and post establishment. Implement the Human Resources and Management policies related to the service conditions and benefits include Leave administration & PILIR. Manage termination of services. Represent the recruitment section in panels and provide HR advisory and secretarial support services. Perform daily HR frontline duties.

ENQUIRIES : Mr. M Mjindi Tel No: 041 405 2121

POST 40/151 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/DORA/01/09/2018 (X2 POSTS)

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 2 - 5 years’ experience in hospital environment. Good verbal and written community skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Ensuring efficient and effective Patient Registration Process. Register inpatients and assist with the compilation of Admissions and Discharge Documents. Ensuring effective and efficient handling of patient medical records. Collect, capture and analyse patient’s statistics. Proper and safe handling of state monies. Prepare to work shifts, weekends and public holidays.

ENQUIRIES : Mr. Johaar Tel No: 041 406 4435
POST 40/152: HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/DORA/01/09/2018 (X3 POSTS)

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS:
Grade 12 or equivalent qualification with 2-5 years’ experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Knowledge of procedures relating to specific working environment including norms and standards.
DUTIES:
Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

ENQUIRIES:
Mr. Johaar Tel No: 041 406 4435

POST 40/153: ADMINISTRATION CLERK REF NO: ECHEALTH/SPH/AC/01/09/2018

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: Alfred Nzo District, St Patrick’s Hospital
REQUIREMENTS:
Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
DUTIES:
Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

ENQUIRIES:
Ms Jafta Tel No: 039 251 0236

POST 40/154: PROVISIONING ADMIN CLERK REF NO: ECHEALTH/PAC/SPH/01/09/2018

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: Alfred Nzo District, St Patrick’s Hospital
REQUIREMENTS:
Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
DUTIES:
Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

ENQUIRIES:
Ms Jafta Tel No: 039 251 0236

POST 40/155: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/AC/01/09/2018

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: Alfred Nzo District, Amadangane Clinic
**REQUIREMENTS:** Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

**DUTIES:** Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

**ENQUIRIES:** Mr K Praim Tel No: 039 797 6070

**POST 40/156:** HUMAN RESOURCE CLERK REF NO: ECHEALTH/AFNDO/HRC/01/09/2018  
**SALARY:** R163 563 - R192 666 per annum (Level 05)  
**CENTRE:** Alfred Nzo District Office

**REQUIREMENTS:** Grade 12 or equivalent qualification with 2-5 years’ experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate  
**DUTIES:** Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

**ENQUIRIES:** Mr K Praim Tel No: 039 797 6070

**POST 40/157:** ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO: ECHEALTH/AC - RM/NMAH/01/09/2018  
**SALARY:** R163 563 - R192 666 per annum (Level 05)  
**CENTRE:** OR Tambo District, Nelson Mandela Academic Hospital

**REQUIREMENTS:** An appropriate three year Degree / National Diploma / applicable tertiary NOF level 5 qualification or grade 12 certificate with 0-2 years’ experience in revenue section. Knowledge and experience of the BAS system. Knowledge of departmental policies, knowledge of PFMA and other Financial Management and associated prescripts. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure.  
**DUTIES:** Update registers for transactions captured on BAS and the filling of all documents. Assist with the audit sampling. Record document and be organized. Reproducing and making copies. Perform other duties as indicated by the manager. Collection of revenue and billing of patients. Perform other duties as indicated by the manager. Assist the patient administration and case managers in revenue generation. Deal with cash.

**ENQUIRIES:** Ms Calaza Tel No: 047 502 4469

**POST 40/158:** PROVISIONING ADMIN CLERKS: LOGISTICS & INVENTORY SERVICES (WAREHOUSE) REF NO: ECHEALTH/PAC/NMAH/01/09/2018 (X2 POSTS)  
**SALARY:** R163 563 - R192 666 per annum (Level 05)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS : Applicants must be in possession of grade 12 certificate or an equivalent qualification from an accredited institution. Diploma or certification in bookkeeping, inventory management, or any other related field from a certified college would be an added advantage coupled with experience in warehousing. Skills and Competencies: Knowledge of any of the transversal systems used by the Department of Health, especially LOGIS. Should possess strong analytical and mathematical skills, the ability to efficiently and effectively manage time and carry out orders, the ability of coordinating with all end users through the relevant supervisor, be compliant with all safety and legal documentation processes of a warehouse. Proven ability or need to study further inventory management or SCM courses.

DUTIES : Recording and maintaining inventory of all goods and materials in the warehouse. Carrying out all tasks as assigned by the warehouse supervisor / manager. Keeping records of all documentation relating to the dispatch and receipt of goods. Assisting in the compliance of all legal procedures of procuring and dispatching materials. Filling material requisitions and order forms. Verify the orders of end-users. Monitor the implementation of stores procedure. Check that the stock is dispatched in a correct manner. Recording damage, loss, or surplus of goods and materials stored in the warehouse and reporting the same to the supervising authorities. Preparing of inventory balances and taking part in all stock counts at the warehouse. Ensuring that stock taking is done quarterly. All housekeeping related tasks assigned by the relevant supervisor.

ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 40/159 : ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT) REF NO: ECHEALTH/AFNDO/AC/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Alfred Nzo District Office
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES : Administer institutional assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

ENQUIRIES : Mr K Praim Tel No: 039 797 6070

POST 40/160 : LOGISTICS SUPPORT CLERK: ACQUISITION AND DEMAND MANAGEMENT REF NO: ECHEALTH/LSC/NMAH/01/09/2018 (X6 POSTS)

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : Applicants must be in possession of, Tertiary qualification in Public Administration/ Management Accounting/ Logistics/ Supply Chain Management/ or Matric with 0 to 3 years experience in SCM especially Demand and Acquisition management or any Finance related sections. Sound knowledge of Public Service Purchasing/Procurement management, Public Finance Management Act (PFMA), PPPFA; Treasury Regulations and other relevant prescripts. Sound skills and competency in understanding and interpreting of Contracts and Service Level Agreements. Sound practical experience and knowledge in
DUTIES: The incumbent will be responsible to ensure that the quotation process is complied with, i.e. invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance of the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Generate purchase orders. Perform quality check on every order before generating an order to avoid wasteful, unauthorized and fruitless expenditure. Liaise with warehouse clerks to determine if inventory quantities are sufficient for needs, ordering more materials when necessary. Manage commitments. Respond to customer and supplier inquiries about order status, changes, or cancellations. Assist in the management of commitments. Perform contractual and general administrative duties as required by the unit. The candidate may be expected to report to (A.O) Demand and Acquisition.

ENQUIRIES: Ms Calaza Tel No: 047 502 4469

POST 40/161: LOGISTICS SUPPORT CLERK: SUPPLIER PAYMENTS REF NO: ECHEALTH/LSC - SP/NMAH/01/09/2018 (X2 POSTS)

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: Diploma in Financial Management / Accounting/ Accounting certificate or matric with 0-2 or more years’ experience in finance environment. Knowledge of Treasury Regulations and PFMA. Ability to understand and interpret basic financial policies. Sound reasoning and analytical skills. Ability of being trustworthy, honest and loyal. Knowledge of BAS and Logis. Willingness to work under pressure. Good verbal and communication skills. Computer Literacy is an added advantage.

DUTIES: Compile and processing of Supplier payments and capture invoices and payments on Logis. Ensure reconciliation of all service providers before payment processing. Request statements from Service Providers. Request Disbursement reports from BAS. Receiving order documents from SCM and invoices from Service Providers. Update and maintain payment and invoice registers. Capture and update electronic filing on Pvr-Rems, manual filing of payment vouchers on filing boxes and transporting files to registry for manual filing and any other duties assigned by the supervisor.

ENQUIRIES: Ms Calaza Tel No: 047 502 4469

POST 40/162: HUMAN RESOURCES CLERK REF NO: ECHEALTH/HRC/NMAH/01/09/2018

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: Degree / National Diploma in HRM plus 1-2 years clerical / Administrative HR experience PLUS the following key competencies, Knowledge of Human Resource prescripts (PSR, PSA, Financial Manual, PSCBC Resolutions, HR Legislation), policies and processes, Institution’s mission and vision and how a Human Resource Utilisation Office can contribute to achieve the institutional objectives, Thinking Demand: The incumbent should be creative, organised, be able to solve problems, be able to evaluation information and use initiative Skills, Ability to interpret and apply HRM decisions, policies and prescripts, Computer Literacy (MS word package), Numeracy skills (calculation of pension, leave, housing), Organizing skills (Ability to work under pressure with several different issues simultaneously), The ability to identify urgent and/ or important
matters, Good Interpersonal relations, Communication both verbally and in writing, good people interrelationship skills, Personal Attributes, Ability to listen to any complaint and provide realistic solutions thereto, think and be creative, Be able to identify problems areas in the development of HRM policies and Innovative thinker. Recommendation/Note: A HR qualification or experience in condition of service and Persal will serve as a recommendation.

**DUTIES**

Implement and maintain HR process and procedures concerning following: condition of service and service benefits (leave, overtime, sms/mms salary packages, allowances, sessional designation, exit benefits, etc. Provide information and assist with the administration/application of HR processes. Implement and maintain HR processes and procedures concerning the Following area employees on PERSAL, Administer performance incentives and probation, capture performance bonuses and notches for qualifying employees.

**ENQUIRIES**

Ms Calaza Tel No: 047 502 4469

**POST 40/163**

ADMINISTRATION CLERK (PATIENT ADMINISTRATION) REF NO: ECHEALTH/AC/GVH/01/09/2018 (X2 POSTS)

**SALARY**

R163 563 - R192 666 per annum (Level 05)

**CENTRE**

Alfred Nzo District, Greenville Hospital

**REQUIREMENTS**

Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

**DUTIES**


**ENQUIRIES**

Mr Bango Tel No: 039 251 3009

**POST 40/164**

ADMINISTRATION CLERK REF NO: ECHEALTH/SAC/GVH/01/09/2018

**SALARY**

R163 563 - R192 666 per annum (Level 05)

**CENTRE**

Alfred Nzo District, Greenville Hospital

**REQUIREMENTS**

Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

**DUTIES**

Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.
ENQUIRIES: Mr Bango Tel No: 039 251 3009

POST 40/165: HUMAN RESOURCE CLERK REF NO: ECHEALTH/HRC/GVH/01/09/2018 (X2 POSTS)

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: Alfred Nzo District, Greenville Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate
DUTIES: Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.
ENQUIRIES: Mr Bango Tel No: 039 251 3009

POST 40/166: REGISTRY CLERK REF NO: ECHEALTH/MAH/RC/01/09/2018 (X2 POSTS)

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: Alfred Nzo District, Mount Ayliff Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
DUTIES: Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Received and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service: Opening and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function: Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES: Mrs Pencil Tel No: 039 2540236

POST 40/167: ADMINISTRATION CLERK REF NO: ECHEALTH/MAH/AC/01/09/2018

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: Alfred Nzo District, Mount Ayliff Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
**DUTIES**
Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purpose.

**ENQUIRIES**
Mrs Pencil Tel No: 039 2540236

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<tr>
<td><strong>CENTRE</strong></td>
<td>Alfred Nzo District, Sipetu Hospital</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>Grade 12 with 2-5 years’ experience. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Alfred Nzo District, Sipetu Hospital</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.</td>
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<th>PROVISIONING ADMIN CLERK REF NO: ECHEALTH/SH/SPAC/01/09/2018</th>
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<td><strong>SALARY</strong></td>
<td>R163 563 - R192 666 per annum (Level 05)</td>
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ENQUIRIES
Mr EF Madaka Tel No: 039 255 0077
CENTRE: Alfred Nzo District, Sipetu Hospital

REQUIREMENTS:
- Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES:
- Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

ENQUIRIES:
- Mr EF Madaka Tel No: 039 255 0077

POST 40/171:
- HUMAN RESOURCE CLERK REF NO: ECHEALTH/KTBH/HRC/01/09/2018

SALARY:
- R163 563 - R192 666 per annum (Level 05)

CENTRE:
- Alfred Nzo District, Khotsong TB Hospital

REQUIREMENTS:
- Grade 12 or equivalent qualification with 2-5 years’ experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate. Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

DUTIES:
- Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

ENQUIRIES:
- Ms A Lebata Tel No: 039 737 3801

POST 40/172:
- ADMINISTRATION CLERK REF NO: ECHEALTH/TBH/AC/01/09/2018

SALARY:
- R163 563 - R192 666 per annum (Level 05)

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

REQUIREMENTS:
- Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES:
- Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purpose.

ENQUIRIES:
- Mr Khohliso Tel No: 039 737 3107

POST 40/173:
- FINANCIAL CLERK REF NO: ECHEALTH/TBH/FC/01/09/2018

SALARY:
- R163 563 - R192 666 per annum (Level 05)

CENTRE:
- Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of supply chain management procedures and policies, PFMA, PPPFA and national treasury regulations. Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES: Knowledge of LOGIS. Implementation of supply chain management policies and ensure that all procurement are in accordance with delegation and directives. Provides effective and efficient logistics management services. Comply with all policy procedures and update on PFMA, PPPFA Treasury regulations. Verification of acquisition on LOGIS, verify segment allocation details. Compiling of all supporting document. Filling of all SCM documents for ease of retrieval. Attend to any other related duties as deemed necessary by college management.

ENQUIRIES: Mr Khohliso Tel No: 039 737 3107

POST 40/174: PROVISIONING ADMIN CLERK REF NO: ECHEALTH/PAC/TBH/01/09/2018

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: Alfred Nzo District, Taylor Bequest Hospital (Matatiele)

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

ENQUIRIES: Mr Khohliso Tel No: 039 737 3107

POST 40/175: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/ZH/01/09/2018

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: OR Tambo District, Zithulele Hospital

REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years' experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRIES: Ms N Tengile Tel No: 047 573 8936/073 200 0217

POST 40/176: PROVISIONING ADMIN CLERK REF NO: ECHEALTH/PAC/ZH/01/09/2018

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: OR Tambo District, Zithulele Hospital
**REQUIREMENTS**: Grade 12 or equivalent qualification with 2-5 years’ experience. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.

**DUTIES**: Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.

**ENQUIRIES**: Ms N Tengile Tel No: 047 573 8936/073 200 0217

**POST 40/177**: WARD CLERK REF NO: ECEALTH/WC/NMAH/01/09/2018

**SALARY**: R163 563 - R192 666 per annum (Level 05)

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

**REQUIREMENTS**: Grade 12 or equivalent qualification with 2-5 years’ experience in the public sector administrative environment. Computer literacy in MS Office suit especial Word & Excel. Previous administration in a hospital environment will serve as an added advantage. This position is ward based in a psychiatric hospital. Knowledge of policies and prescripts. A good understanding of general administration. Knowledge of Mental Care Act and all appropriate Public Service Legislation. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management.


**ENQUIRIES**: Ms Calaza Tel No: 047 502 4469

**POST 40/178**: HUMAN RESOURCE CLERK REF NO: ECEALTH/HRC/CH/01/09/2018

**SALARY**: R163 563 - R192 666 per annum (Level 05)

**CENTRE**: OR Tambo District, Canzibe Hospital

**REQUIREMENTS**: Grade 12 or equivalent qualification with 2-5 years’ experience in the field. Knowledge of PERSAL system. Knowledge and understanding of Batho-Pele Principles. The incumbent must be committed and hard working person. Knowledge of PERSAL system and be computer literate Computer literacy. Knowledge of procedures relating to specific working environment including norms and standards.

**DUTIES**: Render all PERSAL services including remunerations services. Provide recruitment, selection and appointment services. Prepare and process service benefits. Deal with Termination of service and Leave management. Ensure correct placement of staff and updating of establishment of PERSAL. Provide HR Management information systems / PERSAL. Make logistic arrangements for interviews for candidates. Ensure timeous return of files to Registry.

**ENQUIRIES**: Ms Solwandle – Tel No: 082 420 7172
POST 40/179 : PROVISIONING ADMIN CLERK REF NO: ECHEALTH/PAC/HH/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : OR Tambo District, Holy Cross Hospital
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years' experience. Knowledge of asset management. Ethical and moral person, flexible, energetic, assertive and be able to work extra hours/ under pressure.
DUTIES : Administer hospital assets: Record and barcode all assets. Control movement of assets among hospital units. Coordinate and conduct physical verification of all assets in all the units. Provide guidance on asset management: Monitor and maintain asset registers. Check and rectify misallocations. Follow-up on assets lost. Prepare monthly and annual reconciliation. Facilitate evaluation and depreciation of assets: Identify obsolete assets. Prepare submission for approval of disposals. Update asset register disposal and transfer.
ENQUIRIES : Ms Z Nompandana Tel No: 039 252 2026/8

POST 40/180 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/KSD-MAHC/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : KSD Sub District, Mahlungulu Clinic
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
DUTIES : Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES : Ms O Gcanga Tel No: 047 531 0823

POST 40/181 : ADMINISTRATION CLERK REF NO: ECHEALTH/AC/KSD-NGACHC/01/09/2018

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : KSD Sub District, Ngangelizwe CHC
REQUIREMENTS : Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.
DUTIES : Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.
ENQUIRIES: Ms O Gcanga Tel No: 047 531 0823

POST 40/182: ADMINISTRATION CLERK REF NO: ECHEALTH/AC/NMAH/01/09/2018 (X2 POSTS)

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

DUTIES: Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.

ENQUIRIES: Ms Calaza Tel No: 047 502 4469

POST 40/183: MEDICAL RECORDS CLERK REF NO: ECHEALTH/MRC/NMAH/01/09/2018

SALARY: R163 563 - R192 666 per annum (Level 05)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 2-5 years experience in the field. Computer literacy. Relevant short courses in records management would be an advantage. Knowledge of administrative prescripts and relevant processes. A team player. Service delivery innovation in line with Batho Pele principles. Sound interpersonal skills. Knowledge of DELTA 9 system. Good verbal and written communication skills. Exposure to writing of reports, memos and letters.

DUTIES: While reporting to the Chief Administration Clerk: Patient Administration, the incumbent will: be responsible for the patient medical records administration services in terms of:- Providing comprehensive patient record filing procedures; filling and archiving patient's records according to registry procedures; ensure that Motor Vehicle Accidents (MVA/Injury on Duty(IOD) Medico legal records are field in designated filing areas; Pre-booking and preparing patient’s records for follow-up visits; Doing patient’s records retrievals; Monitoring patient records movements; maintain files. Maintain service level agreements concluded with the institution. Implement continuous quality assurance improvement plan to ensure an acceptable standard of patient administration. Provide maximum utilisation of available resources both human and material to achieve return on investment. Maintain information systems that comply with the needs of the working environment. Participate in performance management and reviews. Attend training identified for staff. Review transactions, documents, records reports and methods for accuracy and effectiveness. Observe the administrative processes, service standard and guiding prescripts to decrease disasters and risks. Assist manager in preparing reports when required. Advise supervisor/ manager on irregularities noticed.

ENQUIRIES: Ms Calaza Tel No: 047 502 4469
<table>
<thead>
<tr>
<th>POST 40/184</th>
<th>ADMINISTRATION CLERK REF NO: ECHEALTH/AC/STLH/01/09/2018</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R163 563 - R192 666 per annum (Level 05)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>OR Tambo District, St Lucy's Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 or equivalent qualification with 2-5 years’ experience. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provide administrative support services: Draft routine correspondence (type documents). Receive, register and track records or documents submitted for further processing in the administration component of the institution. Receive, acknowledge and process employee benefits. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Capture and transfer or insert information on computerized document spreadsheets. Process travel and subsistence claims. Handle routine procurement matters such as completion of VA2 forms for procuring of standard items. Compile routine administrative work statistics. Capture and update data on computer. Provide routine and administrative maintenance service: Update and file records. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Mayikana Tel No: 047 532 6259</td>
</tr>
</tbody>
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<thead>
<tr>
<th>POST 40/185</th>
<th>CLEANER SUPERVISOR REF NO: ECHEALTH/CS/NMAH/01/09/2018 (X2 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R136 800 – R161 148 per annum (Level 04)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>OR Tambo District, Nelson Mandela Academic Hospital</td>
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<tr>
<td>REQUIREMENTS</td>
<td>ABET/ Grade 10. Three to five years work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Ability to control linen and conduct stock account. Check catering services at ward level. Cleaning services / Waste at ward level. Ability to work as a team. Ability to understand routine notes, memos and written instructions.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The successful incumbent will report to the Manager Soft: Services. Will manage the staff in the section. Monitor and observe the existing service level agreements, receive, count soiled and clean linen. Ensure there is constant supply of laundered linen in the wards. Monitor catering / Cleaning / Waste at ward level. Assist in the development and maintenance of policy, methods. Render service in line with Batho Pele principles. Monitor attendance registers and duty roosters.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Calaza Tel No: 047 502 4469</td>
</tr>
</tbody>
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<tr>
<th>POST 40/186</th>
<th>CHIEF PORTER REF NO: ECHEALTH/SPOR/NMAH/01/09/2018 (X2 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R136 800 – R161 148 per annum (Level 04)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>OR Tambo District, Nelson Mandela Academic Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 10 plus 5 years’ experience or grade 12 with 3 years’ experience in hospital environment will be added advantage. Good verbal and written communication skills. Good problem solving skills. Must have ability to work under pressure and have leadership skills. An appropriate qualification in supervision will also be an advantage. Able to work shifts including nights, weekends and public holidays. Sound knowledge of customer care.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Supervising of porters to transport patients using wheelchairs and stretchers from within the hospital. Supervise off-loading of patients from ambulances and private cars to the stretchers and also in-loading of patient into ambulances and private cars. Ordering supplies from stores etc. Allocation of porters to perform different duties and checking</td>
</tr>
</tbody>
</table>
attendance register. Ensure transportation of corpses from different wards and OPD’s to the mortuary and cleaning of stretchers and wheel chairs after usage at all times. To allocate any duties to the porters and ensure quality of work. Assess staff performance. Be able to work as a team. Reports faults of the equipment to the relevant authority. Submit daily, weekly, monthly, quarterly and yearly report.

ENQUIRIES: Ms Calaza Tel No: 047 502 4469

POST 40/187: CHIEF PORTER REF NO: ECHEALTH/SPOR/ISH/01/09/2018

SALARY: R136 800 – R161 148 per annum (Level 04)
CENTRE: OR Tambo District, Isilimela Hospital
REQUIREMENTS: Grade 10 plus 5 years’ experience or grade 12 with 3 years’ experience in hospital environment will be added advantage. Good verbal and written communication skills. Good problem solving skills. Must have ability to work under pressure and have leadership skills. An appropriate qualification in supervision will also be an advantage. Able to work shifts including nights, weekends and public holidays. Sound knowledge of customer care.

DUTIES: Supervising of Porters. Wheel patients to and from the wards. Transport patients to various service areas i.e. Operating theatre, Pharmacy, X-Ray and Physiotherapy units. Transport patients to vehicles or other transportation. Transfer of corpses to the mortuary. Deliver equipment or documentation to wards and other departments. Required to assist at the information desk, responsible for delivery and distribution of documentation/ equipment to various wards. Responsible for supervision of subordinates. Collect and transport corpses to the mortuary. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES: Ms N Gwiji – Tel No: 047 564 2805

POST 40/188: HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/FTH/01/09/2018

SALARY: R136 800 – R161 148 per annum (Level 04)
CENTRE: Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS: Grade 10 with 3-5 years’ work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

DUTIES: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctor’s room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely
check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

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

POST 40/189: DATA CAPTURER REF NO: ECHEALTH/DC/SSD/01/09/2018

SALARY: R136 800 – R161 148 per annum (Level 04)
CENTRE: Buffalo City Metro Office
REQUIREMENTS: Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude
DUTIES: Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES: Ms Hlulani Tel No: 043 743 3006/057

POST 40/190: FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/TOWH/01/09/2018

SALARY: R136 800 – R161 148 per annum (Level 04)
CENTRE: Amathole District, Tower Psychiatric Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 0-2 years’ experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.
DUTIES: Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES: Ms Mafani Tel No: 046 645 5007

POST 40/191: FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/ORSH/01/09/2018

SALARY: R136 800 – R161 148 per annum (Level 04)
CENTRE: Nelson Mandela Metro, Orsmond TB Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 0-2 years’ experience in a formal Food service environment, (including in-service training.). Continuous expansion on catering and health related issues. Planning and organizing (menus, dietary requirement levels). Supervising and training of food service staff. Customer service orientation. Problem solving and leadership potential. To meet the needs and expectations of the clients served. Good communication skills, oral and written.

DUTIES: Ensure proper preparation of meals according to the menu plan. Allocates tasks to Food Service Aids. Monitor supplies and stock levels and arrange food top-ups. Perform regular stock takes of food processing equipment, machinery and appliances for condition reports thus enabling the replacement of damage and broken equipment. Formulate work schedules for the section. Seek, prepare and evaluate new dishes / meals. Formulate cleaning assignments to maintain high levels of cleanliness. Work in association with Dietician with regard to menu planning, dietary requirement and daily food processing. Ensure that menus and special diet plans are being followed. Prepare ingredients for meals, e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Ensure that the correct meals are delivered to the correct areas in the institution.

ENQUIRIES: Mrs. C Bekker Tel No: 041 988 1111

POST 40/192: FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/TBH/FSS/01/09/2018

SALARY: R136 800 – R161 148 per annum (Level 04)

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

REQUIREMENTS: Grade 12 or qualification with 0-2 years’ experience in the Food service environment, (including in-service training.) Poses good communication skills, be able to work shifts including weekends and public holidays. To attend daily production meetings as well as departmental meetings every 2nd week of the month. Be able to work as a team. Provide leadership.

DUTIES: Supervise any tasks emanating from menu planning of the day, preparation, serving of foods and providing refreshments. Control general neatness and hygiene of the department as well as all equipment and utensils. Supervise Pest Control and report all abnormalities on insect control as well as planned spraying days. Supervise and ensure that safety measures with regard to equipment and utensils are adhered to. Responsible for reporting all defective equipment and condemning of equipment, cutlery and crockery on a scheduled monthly date. Ensure the general safekeeping of all keys in the Food Service Unit at all times. Ensure that store rooms and fridge doors are locked when not in use. Responsible for placing internal orders on a VA 2 & VA 3 format. Responsible for receiving goods according to specifications and according to a proper receiving procedure. Supervise the preparation, portioning, garnishing, serving and distribution of food. Ensure that the distribution of meals to wards and dining room are done according to procedure on time for each meal to be served. Execute any lawful and additional instructions issued by a competent person.

ENQUIRIES: Mr Khohliso Tel No: 039 737 3107

POST 40/193: HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/LIVH/01/09/2018

SALARY: R136 800 – R161 148 per annum (Level 04)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Grade 10 with 3-5 years’ experience in housekeeping/cleaning field. Knowledge of general work, housekeeping and cleaning services. Good Communication and report writing skills. Problem solving skills. Flexibility and Team work. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Client
orientation and customer focus. Knowledge of Occupational Health and Safety policies.

**DUTIES**

Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Guide the provision of general work and related work in all the designated areas in the ward such as ward bedside, doctors room, change room, toilets. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

**ENQUIRIES**

Mr M Gqotana Tel No: 083 378 1482

**POST 40/194**

**SALARY**

R136 800 – R161 148 per annum (Level 04)

**CENTRE**

Alfred Nzo District, Daliwonga Clinic

**REQUIREMENTS**

Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

**DUTIES**

Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

**ENQUIRIES**

Mr K Praim Tel No: 039 797 6070

**POST 40/195**

**SALARY**

R136 800 – R161 148 per annum (Level 04)

**CENTRE**

Alfred Nzo District Office

**REQUIREMENTS**

Grade 10/12 or equivalent qualification. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

**DUTIES**

Provide administrative support services: Capture and update data on computer. Generate spreadsheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative
maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES
Mr K Praim Tel No: 039 797 6070

POST 40/196
FOOD SERVICE SUPERVISOR REF NO: ECHEALTH/FSS/NMAH/01/09/2018

SALARY: R136 800 – R161 148 per annum (Level 04)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 0-2 years' experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES: Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES
Ms Calaza Tel No: 047 502 4469

POST 40/197
HOUSEKEEPING SUPERVISOR REF NO: ECHEALTH/HKS/NMAH/01/09/2018 (X2 POSTS)

SALARY: R136 800 – R161 148 per annum (Level 04)
CENTRE: OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS: Grade 12 or equivalent with 0-2 years' experience. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

DUTIES: Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines.

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and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

**ENQUIRIES**: Ms Calaza Tel No: 047 502 4469

**POST 40/198**: DRIVER: LIGHT VEHICLE REF NO: ECHEALTH/D-LV/NMAH/01/09/2018 (X2 POSTS)

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

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

**REQUIREMENTS**: Grade 10/Standard 8 certificate. 3 years experience as a driver. Valid Code 8 driver’s license. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

**DUTIES**: Provide transport services: fill log sheets before and after trips. Receive work instruction and respond. Receive and record documents. Load and dispatch items. Transport officials from point A to point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties allocated by the Supervisor.

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

**POST 40/199**: SENIOR PORTER REF NO: ECHEALTH/SPORT/FTH/01/09/2018

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

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

**REQUIREMENTS**: ABET/Grade 10 or equivalent with 2-3 years’ experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

**DUTIES**: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

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

**POST 40/200**: DRIVER (LIGHT VEHICLE) REF NO: ECHEALTH/D-LV/JGDO/01/09/2018

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

**CENTRE**: Joe Gqabi District Office

**REQUIREMENTS**: Grade 10/Standard 8 certificate. 3 years’ experience as a Driver. Valid Code 8 driver’s license. Good verbal and written communication skills. Must be able to work night duty, weekends and public holidays.

**DUTIES**: Provide transport services: fill log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and recollect. Render vehicle maintenance functions: check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle licence. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum the vehicle and any other duties allocated by the Supervisor.

**ENQUIRIES**: Ms L.J Jood – Tel No: 051 633 9617

**POST 40/201**: DRIVER REF NO: ECHEALTH/DR/LILC/PEC/01/09/2018

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

**CENTRE**: Lilitha College PE Campus

**REQUIREMENTS**: Grade 10 certificate or equivalent qualification (ABET Level 4), valid driver's license with 3 year’s driving experience with PDP (Code10). Good understanding of routes in-between towns or cities in Eastern Cape.
Province as well as nationally. Candidates will be subjected to a compulsory driving competency test. Extra heavy driver's license will added advantage.

**DUTIES**: Delivery / collection of documents and related goods in and around the Provincial Office, transporting staff and students on official duties, as directed and authorized by supervisor or manager. Assistant in loading vehicles with goods, complete all prescribed records and log books and maintain a register. Routine maintenance of vehicles, garaging of vehicles and the timely reporting of defects. Keep record of trips.

**ENQUIRIES**: Ms N Links Tel No: 043 700 9717

**POST 40/202**: SENIOR TRADE LABOURER REF NO: ECHEALTH/STL/KH/01/09/2018

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

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

**REQUIREMENTS**: ABET/ Grade 10 or equivalent. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

**DUTIES**: Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and carpentry work. Fit and install minor equipment. Attend to institutional minor renovations such painting, repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

**ENQUIRIES**: Ms Mandindi Tel No: 045 858 8400

**POST 40/203**: DRIVER REF NO: ECHEALTH/DR/JBCHC/01/09/2018

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

**CENTRE**: Sarah Baartman District Office

**REQUIREMENTS**: Grade 10/ standard 8 certificates. Relevant experience in Driving/Code B with 2 Years’ experience as a driver. Valid Code 8 driver’s license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

**DUTIES**: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report. Clean and vacuum vehicle.

**ENQUIRIES**: Mrs Phillips Tel No: 042 200 4214

**POST 40/204**: DRIVER REF NO: ECHEALTH/DR/SBDO/01/09/2018

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

**CENTRE**: Sarah Baartman District Office
REQUIREMENTS: Grade 10/ standard 8 certificates. Relevant experience in Driving/Code B with 2 Years’ experience as a driver. Valid Code 8 driver’s license. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

DUTIES: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Clean and vacuum vehicle.

ENQUIRIES: Ms T. Mpitimpiti Tel No: 041 408 8509

POST 40/205: FOOD SERVICE AID - REF NO: ECHEALTH/FSA/FTH/01/09/2018

SALARY: R96 549 – R113 730 per annum (Level 02)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: Grade 10 or ABET with 0-2 years’ experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

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

POST 40/206: GENERAL WORKER REF NO: ECHEALTH/GW/FTH/01/09/2018

SALARY: R96 549 – R113 730 per annum (Level 02)

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: ABET/Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store
and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

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

POST 40/207: PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/DIMBAZA-CHC/01/09/2018 (X2 POSTS)

SALARY: R96 549 – R113 730 per annum (Level 02)
CENTRE: Buffalo City Metro, Dimbaza CHC
REQUIREMENTS: ABET level / Grade 10. Grade 12 certificate is an advantage. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

ENQUIRIES: Mr L Tshetshe Tel No: 043 743 3006/8

POST 40/208: PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/MASAKHANE-CLINIC/01/09/2018

SALARY: R96 549 – R113 730 per annum (Level 02)
CENTRE: Buffalo City Metro, Masakhane Clinic
REQUIREMENTS: ABET level / Grade 10. Grade 12 certificate is an advantage. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

ENQUIRIES: Mr L Tshetshe Tel No: 043 743 3006/8

POST 40/209: PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/NU-13/01/09/2018

SALARY: R96 549 – R113 730 per annum (Level 02)
CENTRE: Buffalo City Metro, NU 13 - Clinic
REQUIREMENTS: Abet level/Grade 10. Grade 12 certificate is an advantage. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES: Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and
collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Mr L Tshetshe Tel No: 043 743 3006/8

POST 40/210 : GENERAL WORKER REF NO: ECHEALTH/GW/ZWELITSHA-CLINIC/01/09/2018

SALARY : R96 549 – R113 730 per annum (Level 02)

CENTRE : Buffalo City Metro, Zwelitsha Clinic

REQUIREMENTS : ABET/ Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr L Tshetshe Tel No: 043 743 3006/8

POST 40/211 : TRADE LABOURER REF NO: ECHEALTH/TL/TBH/01/09/2018

SALARY : R96 549 – R113 730 per annum (Level 02)

CENTRE : Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

REQUIREMENTS : ABET/Grade 10 or equivalent. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage.

DUTIES : Take proper care of equipment and machinery used daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, and repair of broken windows and toilet flush systems. Unblock drains, basin and sinks to ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.

ENQUIRIES : Ms Ngwabeni Tel No: 039 257 0099

POST 40/212 : GENERAL WORKER REF NO: ECHEALTH/GW/MH/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)

CENTRE : Sarah Baartman District, Midlands Hospital

REQUIREMENTS : Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare
boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms M. Human Tel No: 049 807 7739

POST 40/213 : GENERAL WORKER REF NO: ECHEALTH/GW/ADC/01/09/2018
SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Sarah Baartman District, Addo Clinic
REQUIREMENTS : Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mrs Phillips Tel No: 042 200 4214

POST 40/214 : PORTER REF NO: ECHEALTH/PORT/PA/01/09/2018
SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Sarah Baartman District, Port Alfred Hospital
REQUIREMENTS : ABET/Grade 10 or equivalent 0–2 years portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.
DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load
corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES  :  Ms N Raco Tel No: 046 604 4000

POST 40/215  :  PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/JBC/01/09/2018

SALARY  :  R96 549 - R113 730 per annum (Level 02)
CENTRE  :  Kouga Sub District, Joubertina CHC
REQUIREMENTS  :  Abet level / Grade 10. Grade 12 certificate is an advantage, physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


ENQUIRIES  :  Mrs Phillips Tel No: 042 200 4214

POST 40/216  :  PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/VSHU/01/09/2018

SALARY  :  R96 549 - R113 730 per annum (Level 02)
CENTRE  :  Makana Sub District, V Shumane Clinic
REQUIREMENTS  :  Abet level / Grade 10. Grade 12 certificate is an advantage, physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


ENQUIRIES  :  Ms Qaleni Tel No: 046 622 4901

POST 40/217  :  GENERAL WORKER REF NO: ECHEALTH/BUTTH/01/09/2018 (X2 POSTS)

SALARY  :  R96 549 - R113 730 per annum (Level 02)
CENTRE  :  Amathole District, Butterworth Hospital
REQUIREMENTS  :  Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES  :  Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and
maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms P Mtshemla Tel No: 047 401 9000

POST 40/218 : PROPERTY CARE TAKER REF NO:
ECHEALTH/PCT/MAHAC/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Mbashe Sub District, Mahasana Clinic
REQUIREMENTS : Abet level / Grade 10. Grade 12 certificate is an advantage. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


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

POST 40/219 : GENERAL WORKER (X4 POSTS)

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Raymond Mhlaba Sub District:
Bedford Clinic Ref No: ECHEALTH/BEDFOC/01/09/2018
Mgwalana Clinic Ref No: ECHEALTH/MGWAC/01/09/2018
Mzamomhle Clinic Ref No: ECHEALTH/MZAMC/01/09/2018
Balfour Clinic Ref No: ECHEALTH/BALFC/01/09/2018

REQUIREMENTS : Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms V Mhlanga Tel No: 0466451892
POST 40/220 : FOOD SERVICE AID REF NO: ECHEALTH/FSAID/STUTTH/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Amathole District, Stutterheim Hospital
REQUIREMENTS : Grade 10 or ABET with 0-2 years' experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES : Ms P Booi Tel No: 043 683 1313

POST 40/221 : FOOD SERVICE AID REF NO: ECHEALTH/FSAID/TOWH/01/09/2018 (X3 POSTS)

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Amathole District, Tower Psychiatric Hospital
REQUIREMENTS : Grade 10 or ABET with 0-2 years' experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES : Ms Mafani Tel No: 046 645 5007

POST 40/222 : GENERAL WORKER REF NO: ECHEALTH/TOWH/01/09/2018 (X7 POSTS)

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Amathole District, Tower Psychiatric Hospital
REQUIREMENTS: Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Ms Ma\_fani Tel No: 046 645 5007

POST 40/223: LAUNDRY WORKER REF NO: ECHEALTH/LW/TOWH/01/09/2018 (X2 POSTS)

SALARY: R96 549 - R113 730 per annum (Level 02)

CENTRE: Amathole District, Tower Psychiatric Hospital

REQUIREMENTS: Abet or Grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable. Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment services.

ENQUIRIES: Ms Ma\_fani Tel No: 046 645 5007

POST 40/224: FOOD SERVICE AID REF NO: ECHEALTH/FSAID/VICH/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)

CENTRE: Amathole District, Victoria Hospital

REQUIREMENTS: Grade 10 or ABET with 0-2 years’ experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meal,
poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES:
Ms L Mangesi Tel No: 040 653 1141

POST 40/225:
GENERAL WORKER REF NO: ECHEALTH/GW/CH/01/09/2018

SALARY:
R96 549 - R113 730 per annum (Level 02)

CENTRE:
Chris Hani District, Cofimvaba Hospital

REQUIREMENTS:
ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES:
Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

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

POST 40/226:
LAUNDRY WORKER REF NO: ECHEALTH/LW/CH/01/09/2018

SALARY:
R96 549 - R113 730 per annum (Level 02)

CENTRE:
Chris Hani District, Cofimvaba Hospital

REQUIREMENTS:
Abet or grade 10 with 2 years Laundry /cleaning Experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team or independently.

DUTIES:
Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen

**ENQUIRIES**
Ms A Mban - Tel No: 047 874 0111

**POST 40/227**
**GENERAL WORKER REF NO: ECHEALTH/GW/CH/01/09/2018**

**SALARY**
R96 549 - R113 730 per annum (Level 02)

**CENTRE**
Chris Hani District, Cradock Hospital

**REQUIREMENTS**
ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**
Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**
Ms Danster Tel No: 048 881 2123

**POST 40/228**
**PORTER REF NO: ECHEALTH/POR/DH/01/09/2018 (X2 POSTS)**

**SALARY**
R96 549 - R113 730 per annum (Level 02)

**CENTRE**
Chris Hani District, Dordrecht Hospital

**REQUIREMENTS**
ABET/Grade 10 or equivalent 0–2 years’ portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

**DUTIES**
Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

**ENQUIRIES**
Ms Mandla Tel No: 045 943 1019

**POST 40/229**
**GENERAL WORKER: REF NO: ECHEALTH/GW/XC/01/09/2018**

**SALARY**
R96 549 - R113 730 per annum (Level 02)

**CENTRE**
IntsikaYethu Sub-District, Xume Clinic

**REQUIREMENTS**
ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required.
Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

Ms A Mabentsela – Tel No: 047 874 0079

**POST 40/230**

**GENERAL WORKER REF NO:** ECHEALTH/GW/CH-ESD-PC/01/09/2018

**SALARY**

R96 549 - R113 730 per annum (Level 02)

**CENTRE**

Emalahleni Sub-District, Philani Clinic

**REQUIREMENTS**

ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**

Ms Mtshabe Tel No: 047 878 4300

**POST 40/231**

**PROPERTY CARE TAKER (X3 POSTS)**

**SALARY**

R96 549 - R113 730 per annum (Level 02)

**CENTRE**

Emalahleni Sub-District:

Hlala Uphilile Clinic Ref No: ECHEALTH/PCT/CH-ESD-HPC/01/09/2018

Mathyantya Clinic Ref No: ECHEALTH/PCT/CH-ESD-MC/01/09/2018

Mhlanga Clinic Ref No: ECHEALTH/PCT/CH-ESD-MC/01/09/2018

**REQUIREMENTS**

ABET/ Grade 10 or equivalent qualification. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

**DUTIES**

Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers,

ENQUIRIES: Ms Mtshabe Tel No: 047 878 4300

POST 40/232: GENERAL WORKER REF NO: ECHEALTH/GW/FH/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)
CENTRE: Chris Hani District, Frontier Hospital
REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

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

POST 40/233: PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/KH/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)
CENTRE: Chris Hani District, Komani Hospital
REQUIREMENTS: Abet level / Grade 10 or equivalent. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather\ncondition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


ENQUIRIES: Ms Mandindi Tel No: 045 858 8400

POST 40/234: GENERAL WORKER REF NO: ECHEALTH/GW/CH-LSD-LC/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)
CENTRE: Lukhanji Sub-District, Lesseton Clinic
REQUIREMENTS: ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required.
Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**
- Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**
- Ms M Tweni Tel No: 045 807 8908

**POST 40/235**
- GENERAL WORKER REF NO: ECHEALTH/GW/GGH/01/09/2018 (X3 POSTS)
- **SALARY**: R96 549 - R113 730 per annum (Level 02)
- **CENTRE**: Chris Hani District, Glen Grey Hospital
- **REQUIREMENTS**
  - ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
- **DUTIES**
  - Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

**ENQUIRIES**
- Ms N Ralushe Tel No: 047 878 2800

**POST 40/236**
- PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/GGH/01/09/2018
- **SALARY**: R96 549 - R113 730 per annum (Level 02)
- **CENTRE**: Chris Hani District, Glen Grey Hospital
- **REQUIREMENTS**
  - Abet level / Grade 10 or equivalent. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
- **DUTIES**
cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms N Ralushe Tel No: 047 878 2800

POST 40/237 : GENERAL WORKER REF NO: ECHEALTH/GW/CH/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Chris Hani District, Cala Hospital
REQUIREMENTS : ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRES : Ms Z Sentile Tel No: 047 874 8000

POST 40/238 : GENERAL WORKER REF NO: ECHEALTH/GW/IH/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Chris Hani District, Indwe Hospital
REQUIREMENTS : ABET or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRES : Christa Gouws Tel No: 045 352 5500
POST 40/239 : PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/IYSD-BC/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Inxuba Yethemba Sub-District, Baroba Clinic
REQUIREMENTS : Abet level / Grade 10 or equivalent. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
ENQUIRIES : Ms G.O Van Heerdin Tel No: 048 881 2921

POST 40/240 : OPERATOR REF NO: ECHEALTH/OP/CHD-MH/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Chris Hani District, Mjanyana Hospital
REQUIREMENTS : ABET/Grade 10 or equivalent and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Must have ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. A driver’s license will be an added advantage.
DUTIES : Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings ensure that fuel is always filled. Ensure that machinery used in daily activities and also perform any other related job allocation.
ENQUIRIES : SS Naku Tel No: 047 874 8000

POST 40/241 : PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/EMCHC/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Lukhanji Sub-District, Enoch Mgijima CHC
REQUIREMENTS : Abet level / Grade 10 or equivalent. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground/waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
ENQUIRIES : Ms M Tweni – Tel No: 045 807 8908
POST 40/242 : LAUNDRY WORKER REF NO: ECHEALTH/LW/EMCHC/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Lukhanji Sub-District, Enoch Mgijima CHC
REQUIREMENTS : Abet or grade 10 with 2 years Laundry /cleaning Experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms M Tweni – Tel No: 045 807 8908

POST 40/243 : HOUSEHOLD WORKER REF NO: ECHEALTH/HHW/WSH/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Chris Hani District, Wilhelm Stall Hospital
REQUIREMENTS : ABET or Grade 10 or equivalent with 0-2 years’ experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

DUTIES : Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

ENQUIRIES : Mr B Mbalula Tel No: 0498421111

POST 40/244 : GENERAL WORKER REF NO: ECHEALTH/GW/HO/01/09/2018 (X2 POSTS)

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Bhisho, Head Office
REQUIREMENTS : Abet or Grade 10. Grade 12 will be advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required.
Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**
- Clean offices, boardrooms, waiting areas, passages, toilets and lifts.
- Dusting of desks, chairs, telephones, shelves, photocopiars etc in offices and meeting rooms. Emptying of all waste paper bins and shredder trays.
- To replenish toilet consumable items such as toilet papers, hand washing cream, hand towel etc. Dust and polish furniture. Reporting of any malfunctioning equipment or items in areas of operation: doors, handles, locks, taps, cisterns, lights, switch etc. Store and safeguard cleaning material and equipment. Provide tea and other refreshments during the meetings.

**ENQUIRIES**
- Mr Auwa Tel No: 040 608 1141

**POST 40/245**
- **PORTER REF NO:** ECHEALTH/PTR/LIVH/01/09/2018
- **SALARY**
  - R96 549 - R113 730 per annum (Level 02)
- **CENTRE**
  - Nelson Mandela Metro, Livingstone Tertiary Hospital
- **REQUIREMENTS**
  - ABET/Grade 10 or equivalent 0–2 years’ portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.
- **DUTIES**
  - Wheel patents to and from all the wards. Transport patients to various areas e.g. operating theatre, x-ray. Transport patients to vehicles or other transportation. Transfer patients to vehicles or other transportation. Transport/wheeling of corpses to the mortuary. Deliver equipment or documentation to wards and other departments.

**ENQUIRIES**
- Mrs. K Green Tel No: 041 405 2439

**POST 40/246**
- **LAUNDRY WORKER REF NO:** ECHEALTH/LW/DORA/01/09/2018
- **SALARY**
  - R96 549 - R113 730 per annum (Level 02)
- **CENTRE**
  - Nelson Mandela Metro, Dora Nginza Regional Hospital
- **REQUIREMENTS**
  - Abet or Grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
- **DUTIES**
  - Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defects to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment services.

**ENQUIRIES**
- Mr Johaar Tel No: 041 406 4435

**POST 40/247**
- **PORTER REF NO:** ECHEALTH/PTR/DORA/01/09/2018 (X2 POSTS)
- **SALARY**
  - R96 549 - R113 730 per annum (Level 02)
- **CENTRE**
  - Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS: ABET/Grade 10 or equivalent 0–2 years’ portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

DUTIES: Transport patients to various areas within the Hospital by pushing them on a trolley or wheelchair. Direct patients to the areas in the hospital they wish to visit and assist the patient if necessary. Remove corpses from wards to the hospital mortuary. Cleaning and maintenance of trolleys. Secure patients with stretchers straps. Assist ambulance personnel and privately transported patients into the hospital. Lifting and handling of patients to and from Theatre tables. Assist medical personnel to handle restless patients. Must be prepared to work shifts weekends and public holidays.

ENQUIRIES: Mr Johaar Tel No: 041 406 443

POST 40/248: PROPERTY CARE TAKER (X2 POSTS)

REQUIREMENTS: ABET/Grade 10, good communication skills. Ability to perform routine tasks. To render property caretaking services in the institution by managing the organisational fixed and moveable assets and facilities.

DUTIES: Clean and take proper care of cleaning equipment and machinery used in daily activities. Safeguard all master keys belonging to the institution. Oversees the preparation of boardrooms for meeting gatherings. Perform a stock taking of areas of responsibilities such as keys, office equipments. Assists with emergency in situations such as elevator breakdowns.

ENQUIRIES: Ms P Makulu Tel No: 041 391 8164

POST 40/249: FOOD SERVICE AID REF NO: ECHEALTH/FSA/EMP/01/09/2018

REQUIREMENTS: Grade 10 or ABET with 0–2 years’ experience. Knowledge of food services & food preparation, operation of food processing equipment. Basic Health & Safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, ability to operate food processing equipment and measure accurately.

DUTIES: Render catering services. Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process / cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Maintain safe and hygienic environment. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been followed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor. Perform any other duties requested.

ENQUIRIES: Ms B Bomela Tel No: 041 406 7607 / 36
**POST 40/250**

**MESSENGER REF NO: ECHEALTH/MSG/EMP/01/09/2018**

**SALARY**
R96 549 - R113 730 per annum (Level 02)

**CENTRE**
Nelson Mandela Metro, Empilweni TB Hospital

**REQUIREMENTS**
Grade 10 or ABET. Clear operational understanding of document management system. Problem solving skills, customer relations management and communication (written, verbal and responsive). Ability to work under pressure. Team work, proactive and resourceful. Flexible and change oriented. A driver’s license is an added advantage.

**DUTIES**
Render effective messenger services. Convey health institution’s documentation in order to maximise corporate communication. Collect and deliver mail to and from SA Post Office or courier services. Collect, sort and distribute mail and documents from various institutional components. Distribute internal departmental circulars and ensure that acknowledgement of receipt has been signed. Perform any other duties requested by the supervisor.

**ENQUIRIES**
Ms B Bomela Tel No: 041 406 7607 / 36

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**POST 40/251**

**LAUNDRY WORKER REF NO: ECHEALTH/LW/EMP/01/09/2018**

**SALARY**
R96 549 - R113 730 per annum (Level 02)

**CENTRE**
Nelson Mandela Metro, Empilweni TB Hospital

**REQUIREMENTS**
ABET or Grade 10 with 2 years Laundry / cleaning experience. Grade 12 qualification will be an added advantage. Understanding of laundry set up. Poses good communication skills, be able to work shifts especially night shift. Honest and reliable poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

**DUTIES**
Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Keep an accurate record of linen collected and distribute to relevant wards. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Clean office passages and do high dusting. Maintain laundry equipment / machines. Monitor equipment temperature. Keep laundry equipment in a proper state. Check and request equipment services. Perform any other duties requested by the supervisor.

**ENQUIRIES**
Ms B Bomela Tel No: 041 406 7607 / 36.

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**POST 40/252**

**PORTER REF NO: ECHEALTH/PTR/NMBHD/MCHC/01/09/2018 (X2 POSTS)**

**SALARY**
R96 549 - R113 730 per annum (Level 02)

**CENTRE**
Nelson Mandela Metro, Motherwell CHC

**REQUIREMENTS**
ABET/Grade 10 or equivalent 0–2 years’ portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

**DUTIES**
Transport patients from registration points to different clinical areas within the facility. Off loading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

**ENQUIRIES**
Ms P Makuluma, Tel No: 041 391 8164
POST 40/253 : PROPERTY CARETAKER REF NO: ECHEALTH/PC/USD/SPCOMMUNITY/01/09/2018 (X2 POSTS)

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Umzimvubu Sub District, St Patrick’s Community Clinic
REQUIREMENTS : ABET level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
ENQUIRIES : Ms D.N Mdanyana Tel No: 039 727 2090

POST 40/254 : WAREHOUSE ASSISTANT REF NO: ECHEALTH/WA/NMAH/01/09/2018 (X2 POSTS)

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : grade 10/Std 8 plus 1-2 years’ experience working in Warehouse/Stores environment. Ability to read and write, Ability to work under pressure, Ability to work as a team, Communication skills.
DUTIES : While reporting to Senior Administrative Officer: Warehouse, the incumbent will be responsible for clearing the Receiving Section, packing stock to the shelves using FIFO Method. Picking requested stock to the end users using issue voucher/ Log 1. Delivery issued stock to the end users. Keep store room neat and tidy all the time. Take an active part in quarterly stock count as well as Financial Year End Stock Take. Perform any other duties assigned by the Manager/Supervisor.
ENQUIRIES : Ms Calaza Tel No: 047 502 4469

POST 40/255 : FOOD SERVICE AID REF NO: ECHEALTH/FSA/GVH/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Alfred Nzo District, Greenville Hospital
REQUIREMENTS : Grade 10 or ABET with 0-2 years’ experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately. Ability to perform routine / structured tasks.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular
checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES: Mr Bango Tel No: 039 251 3009

POST 40/256: LAUNDRY WORKER REF NO: ECHEALTH/LW/GVH/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)
CENTRE: Alfred Nzo District, Greenville Hospital
REQUIREMENTS: Abet or Grade 10 with 2 years Laundry /cleaning Experience. Grade 12 qualification will be advantageous. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment services.

ENQUIRIES: Mr Bango Tel No: 039 251 3009

POST 40/257: OPERATOR REF NO: ECHEALTH/O/GVH/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)
CENTRE: Alfred Nzo District, Greenville Hospital
REQUIREMENTS: ABET/Level 4, Grade 10/Standard 8 and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver’s license will be an added advantage.

DUTIES: Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

ENQUIRIES: Mr Bango Tel No: 039 251 3009

POST 40/258: HOUSEHOLD WORKER REF NO: ECHEALTH/HW/GVH/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)
CENTRE: Alfred Nzo District, Greenville Hospital
REQUIREMENTS: Abet or grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES: Provide cleaning services: Clean all the designated areas such as ward bedside, doctor’s room, change room, toilets. Clean all items such as windows, walls, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general work and compliance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check list in line with set hygienic standards. Request and replace toilet papers/towels and hand wash soap. Remove and store waste in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes and utensils. Report safety and hazardous threats in the cleaning environment. Provide routine maintenance services: Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

ENQUIRIES: Mr Bango Tel No: 039 251 3009

POST 40/259: PORTER REF NO: ECHEALTH/MAH/P/01/09/2018 (X2 POSTS)

SALARY: R96 549 - R113 730 per annum (Level 02)

CENTRE: Alfred Nzo District, Mount Ayliff Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 0–2 years’ portering/messenger experience. Good communication skills and interpersonal relations. Must be committed and hardworking person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

DUTIES: Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Prepare and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment: Clean equipment. Safe keeping of equipment.

ENQUIRIES: Mrs Pencil Tel No: 039 2540236

POST 40/260: FOOD SERVICE AID REF NO: ECHEALTH/SH/FS/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)

CENTRE: Alfred Nzo District, Sipetu Hospital

REQUIREMENTS: Grade 10 or ABET with 0-2 years’ experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately. Ability to perform routine / structured tasks.

DUTIES: Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that
the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES :
Mr EF Madaka Tel No: 039 255 0077

POST 40/261:
PROPERTY CARE TAKER REF NO: ECHEALTH/SH/PC/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Alfred Nzo District, Sipetu Hospital
REQUIREMENTS : ABET level / Grade 10. Grade 12 certificate is an advantage Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.


ENQUIRIES : Mr EF Madaka Tel No: 039 255 0077

POST 40/262:
PORTER REF NO: ECHEALTH/SH/SP/01/09/2018

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Alfred Nzo District, Sipetu Hospital
REQUIREMENTS : ABET/Grade 10 or equivalent 0–2 years’ portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

DUTIES : Wheel patients to and from the wards. Transport patients to various service areas i.e. Operating theatre, Pharmacy, X-Ray and Physiotherapy units. Transport patients to vehicles or other transportation. Transfer of corpses to the mortuary. Deliver equipment or documentation to wards and other departments. Required to assist at the information desk, responsible for delivery and distribution of documentation / equipment to various wards. Responsible for supervision of subordinates.

ENQUIRIES : Mr EF Madaka Tel No: 039 255 0077

POST 40/263:
GENERAL WORKER REF NO: ECHEALTH/GW/TBH/01/09/2018 (X2 POSTS)

SALARY : R96 549 - R113 730 per annum (Level 02)
CENTRE : Alfred Nzo District, Taylor Bequest Hospital (Matatiele)
REQUIREMENTS : Abet or Grade 10. Grade 12 will be Advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Mr Khohliso Tel No: 039 737 3107

POST 40/264: LAUNDRY WORKER REF NO: ECHEALTH/LW/QUMCHC/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)

CENTRE: Mhlontlo Sub District, Qumbu CHC

REQUIREMENTS: Abet or grade 10 or equivalent with 0-2 years' experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES: Ms N Tengile Tel No: 047 573 8936/073 200 0217

POST 40/265: LAUNDRY WORKER REF NO: ECHEALTH/LW/NMAH/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Abet or grade 10 or equivalent with 0-2 years' experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen
to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Do all laundry duties as directed by the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

**ENQUIRIES** : Ms Calaza Tel No: 047 502 4469

**POST 40/266** : OPERATOR REF NO: ECHEALTH/OP/ISH/01/09/2018

**SALARY** : R96 549 - R113 730 per annum (Level 02)

**CENTRE** : OR Tambo District, Isilimela Hospital

**REQUIREMENTS** :
- ABET / Level 4, Grade 10 / Standard 8 and Certificate in either plumbing, carpentry or electrical. Proof of passing Trade Test in terms of Section 13(2) of the Manpower Training Act 1981 as amended or Municipality Training. Good communication skills. The incumbent must be committed and hard working. Good interpersonal relations. Ability to operate machinery. Must be able to work under pressure, ability to work without supervision (be able to use own discretion) in a team. Must be willing to work shifts, week-ends and public holidays. Relevant experience with driver’s license will be an added advantage.

**DUTIES** :
- Inspect the plant rooms, engine daily using inspection sheet. Test the plant and standby engine daily. Check and record oil and water levels daily. Report if oil is dirty and any faults to the foreman and make follow ups until the fault is handed over to the consultant. Make sure that the engines are switched off during the operation process. Record the findings. Check fuel level and fill up. Perform any other related job allocation.

**ENQUIRIES** : Ms N Gwiji – Tel No: 047 564 2805

**POST 40/267** : HOUSEHOLD WORKER REF NO: ECHEALTH/HW/CH/01/09/2018

**SALARY** : R96 549 - R113 730 per annum (Level 02)

**CENTRE** : OR Tambo District, Canzibe Hospital

**REQUIREMENTS** :
- ABET/Grade 10 or equivalent. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

**DUTIES** :
- Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctor’s room, change room, toilet. Physically lead and provide general work, housekeeping and cleaning services in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and related services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Count, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchenette including kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place orders for general, housekeeping and cleaning services in the ward.

**ENQUIRIES** : Ms Solwandle Tel No: 082 420 7172
POST 40/268  : GENERAL WORKER REF NO: ECHEALTH/GW/CH/01/09/2018 (X3 POSTS)

SALARY  : R96 549 - R113 730 per annum (Level 02)
CENTRE  : OR Tambo District, Canzibe Hospital
REQUIREMENTS  : Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES  : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
ENQUIRIES  : Ms Solwandle – Tel No: 0824207172

POST 40/269  : GENERAL WORKER REF NO: ECHEALTH/GW/KSD-XHWIC/01/09/2018

SALARY  : R96 549 - R113 730 per annum (Level 02)
CENTRE  : KSD Sub District, Xhwill Clinic
REQUIREMENTS  : Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES  : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
ENQUIRIES  : Ms O Gcanga Tel No: 047 531 0823

POST 40/270  : GENERAL WORKER REF NO: ECHEALTH/GW/NMAH/01/09/2018 (X6 POSTS)

SALARY  : R96 549 - R113 730 per annum (Level 02)
CENTRE  : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS  : Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES  : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
DUTIES: Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services. Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Overseer and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES: Ms Calaza Tel No: 047 502 4469

POST 40/271: PORTER REF NO: ECHEALTH/STBH/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)

CENTRE: OR Tambo District, St Barnabas Hospital

REQUIREMENTS: ABET/Grade 10 or equivalent 0–2 years’ portering /messenger experience. Good communication skills and interpersonal relations. Must be committed and hard working person. Ability to work under pressure. Sound understanding of portering practices. Knowledge of Occupational Health and Safety as well as infection control policies and practices. Customer relationship management skills. Must be able and willing to work shifts, week-ends and Public holidays.

DUTIES: Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.

ENQUIRIES: Mr U Toni – Tel No: 047 555 5300

POST 40/272: HOUSEKEEPER REF NO: ECHEALTH/NMAH/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: ABET /Grade 10. 0-2 year’s work related experience required. Be able to work shifts, including weekends and public holidays. Be able to rotate when required. Honest and reliable. Possess physical strength and to cope with physical demand of the position. Be able to work as a team.

DUTIES: Sort soiled linen and pack laundered linen. Refill water bottles for patients. Check toilet papers and refill ablution facilities. Assist where assistant is needed.

ENQUIRIES: Ms Calaza Tel No: 047 502 4469

POST 40/273: PROPERTY CARE TAKER REF NO: ECHEALTH/PCT/STBH/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)

CENTRE: OR Tambo District, St Barnabas Hospital

REQUIREMENTS: ABET level / Grade 10 or equivalent qualification. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

ENQUIRIES: Mr U Toni Tel No: 047 555 5300

POST 40/274: MESSENGER REF NO: ECHEALTH/MES/DMMMH/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)
CENTRE: OR Tambo District, Dr Malizo Mpehle Memorial Hospital
REQUIREMENTS: Grade 10 or ABET. Clear operational understanding of document management system. Problem solving skills, customer relations management and communication (written, verbal and responsive). Ability to work under pressure. Team work, proactive and resourceful. Flexible and change oriented. A driver’s license is an added advantage.

DUTIES: Render effective messenger services. Convey health institution’s documentation in order to maximize corporate communication. Collect and deliver mail to and from SA Post Office or courier services. Collect, sort and distribute mail and documents from various institutional components. Distribute internal departmental circulars and ensure that acknowledgement of receipt has been signed. Perform any other duties requested by the supervisor.

ENQUIRIES: Ms Makalima Tel No: 047-542 6000

POST 40/275: MESSENGER REF NO: ECHEALTH/MES/STBH/01/09/2018

SALARY: R96 549 - R113 730 per annum (Level 02)
CENTRE: OR Tambo District, St Barnabas Hospital
REQUIREMENTS: Grade 10 or ABET. Clear operational understanding of document management system. Problem solving skills, customer relations management and communication (written, verbal and responsive). Ability to work under pressure. Team work, proactive and resourceful. Flexible and change oriented. A driver’s license is an added advantage.

DUTIES: Render effective messenger services. Convey health institution’s documentation in order to maximize corporate communication. Collect and deliver mail to and from SA Post Office or courier services. Collect, sort and distribute mail and documents from various institutional components. Distribute internal departmental circulars and ensure that acknowledgement of receipt has been signed. Perform any other duties requested by the supervisor.

ENQUIRIES: Mr U Toni – Tel No: 047 555 5300

OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 2013, 2nd Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Mnikelo Mbangi

CLOSING DATE: 19 October 2018

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

MANAGEMENT ECHELON

POST 40/276: DIRECTOR: FINANCIAL ACCOUNTING REF NO: OTP 01/09/2018

SALARY: R1 005 063 - R1 183 932 per annum (Level 13)

CENTRE: Head Office (Bhisho)


DUTIES: Ensure the management of creditors payments and reconciliation of accounts: Manage settlement of creditor’s accounts. Manage drawing and processing payment reports. Manage maintenance of accrual and invoice register. Manage reconciliation of creditor’s accounts. Ensure the management of salary payments and rebates: Manage authorisations and processing of salary payments, deductions and terminations on Persal. Manage and maintain departmental salary records. Manage reconciliations between Persal and BAS. Management of salary pay-overs and statutory returns including tax. Ensure the provisioning of departmental bas system control support: Ensure the management of BAS information systems. Ensure the management and monitoring of exception reports. Ensure the management of departmental system control support and facilitation of systems training. Ensure the management and maintenance of accounts records. Ensure the management of reconciliations between LOGIS and BAS. Ensure the management of cash flow releases and reconciliations. Manage the provisioning of revenue and debt management: Ensure the management of revenue collection and receipting. Ensure the renewal of policies and procedures. Ensure the management of petty cash and cash on hand. Ensure the management of debt and the write-off thereof in compliance with the prescripts. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: 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. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES  

can be directed to Mr. M. Mbangi Tel No: 040 609 6432/6424

OTHER POSTS

POST 40/277  

DEPUTY DIRECTOR: PROCESS DESIGN AND PRODUCTIVITY IMPROVEMENTS REF NO: OTP 02/09/2018 (X2 POSTS)

SALARY  

R826 053 – R973 047 per annum (Level 12)

CENTRE  

Head Office (Bhisho)

REQUIREMENTS  

Three (03) year Degree in Production/Operations Management/Bcom Information system and or relevant NQF 7 qualification in Industrial Engineering/Business Administration/Quality Management. 5 years Minimum experience in the field of Organizational Performance Assessments, Quality Management or related, 3 of the 5 year must have been at an Assistant Director Level of junior management. Knowledge: Advanced knowledge of strategy development, strategy management and strategy monitoring and review process. Knowledge of continuous improvement and LEAN Methodology. Knowledge of change management methodologies concepts, practices and processes. Understanding of the robust change management policies and procedures. Knowledge of modern systems of governance and administration. Knowledge of applying formal business process modelling or business analysis methodologies. Knowledge and exposure to business process reengineering, workflow management, process optimization. Skills: Team building and interpersonal skills, Project management skills, Analytical skills, Computer literacy skills, and outstanding planning, organising and people management skills. Computer literacy skills. Project management skills. Analytical skills. Business Process mapping skills. Presentation and Facilitation skills.

DUTIES  

Provide Technical Support to Provincial Departments with the Development of Service Delivery Improvement Plans, Standards and Delivery Charters: Facilitate and provide hands-on support to the provincial departments on the selection of the appropriate key Services that are aligned to the Provincial Development Plan and Provincial Priorities for Improvement. capacitiate the Provincial Departments on the development service delivery improvement plans (Training Workshops, One on one engagements, and consultative sessions). Capacitate Provincial Department on the implementation of the Service Delivery Improvement Plan to ensure alignment (Training Workshops, One on one engagements, consultative sessions). Confirm the validation of Service Delivery Improvement Plans to ensure compliance with the DPSA toolkit (One on one engagements). Capacitate provincial Departments on the Development of the service standards and service delivery charters. Co- ordinate and provide hands-on support to Provincial Departments to cascade the Service Standards and Service Delivery Charter to district level. Consolidate the provincial department’s Service Standards and develop the Provincial Service Delivery Charter. Develop and promote productivity improvement programmes in terms of the LEAN methodology. Provide Support With The Role Out Of The Public Service Operations Management Framework And Monitor The Implementation Of Service Delivery Improvements Programmes: Review of the Public Service Operations Management Framework. Capacitation of the provincial departments on the implementation of Public Service
Operations Management Framework. Facilitate and support the Provincial Departments on Business Process Management and Standard Operating Procedure. Design and implement productivity measurement within the provincial departments. Measure efficiency and effectiveness in terms of service delivery improvements. Investigate, analyse, develop and motivate opportunities into comprehensive business cases with a strong emphasis on efficiency gains, cost savings, improved quality and / or customer experience. Manage the development of process design interventions or enhancements within the departments to ensure resource and operational alignment with departmental strategies and organisational structure. Analyze Reports Submitted by Provincial Departments: Collect reports from departments monthly, quarterly, half-yearly and annually. Analyze the reports to ensure the attainment of targets and recommend appropriate actions. Compile reports on the findings and recommend appropriate actions and provide feedback to departments. Arrange workshops to present reports to departments and stakeholders. Follow and ensure the implementation of amendments. Develop And Interpret of Service Delivery Improvement Related Policies, Toolkit and Step By Step (Nationally and provincial): Customize the guidelines developed by DPSA/DPME to suit the provincial level. Provide strategic advice and guidance in line with the service delivery improvement policies/toolkits and guidelines to all levels. Validate the standardization of the implementation of the Service Delivery Improvement policies/toolkit and guidelines. Draft service delivery improvement policies, toolkits and guidelines. Manage The Allocated Resources Of The Sub-Directorate In Line With Legislative And Departmental Policy Directives And Comply With Corporate Governance And Planning Imperatives: 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. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. 

ENQUIRIES 

POST 40/278  :  DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO: OTP 03/09/2018

SALARY  :  R697 011 – R821 052 per annum (Level 11)
CENTRE  :  Head Office (Bhisho)

DUTIES  :  Manage Salary payments: Manage and monitor that all salary payments have correct documentation, are correctly calculated, approved by
Internal Control Unit, authorized and captured e.g. pro-rata bonus, leave. Manage and ensure that all deductions are correctly paid to third parties and ensure that schedules are sent to all third parties. Manage and ensure that all codes used for payments of salaries and deduction is correct to avoid exception and unnecessary misallocation. Manage and ensures that all payrolls are distributed on time to Paypoint Managers to avoid late return by them and to meet the requirements of PFMA and Audit queries. Monitor and manage the complaints from Paypoint Managers so that they can be rectified within the next open month and also to avoid exceptions from being repeated. Manage monthly Reconciliations – Bas, Persal and suspense accounts. Manage and ensure that Salary related suspense accounts are done monthly. Facilitate the payments of all debts owed to the department and ensure are paid on a monthly basis. Manage and facilitate the BAS and Persal reconciliation is done on a monthly basis and submitted on or before due date to meet the requirement of PFMA. Manage and ensure that all Persal exceptions are done on a monthly basis and also ensure correction of link codes. Manage tax reconciliations returns. Manage Bas payments and Authorization of journals: Manage and ensure that all journals are done within the open month and also payments are also processed within the open month. Manage and monitor that the details captured on the journal and payments are correct to avoid misallocations and also to avoid payment to be done on wrong beneficiary. Manage and monitor that the source documents attached on journal and payments are correct to avoid incorrect journal, payments and Audit queries. Manage Salary admin duties: Manage and ensures that all users of PERSAL are allocated functions and registered. Manage departmental salary records. Manage salary rebates. Manage and monitor the control of functions to prevent corruption. Ensures that the new developments with regard to PERSAL are communicated to officials and top management. Manage and ensures that the reports are requested to PERSAL as requested by other sections to avoid delay of workflow. Perform Salary Controller duties. Manage the allocated resources of the sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: 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. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES: can be directed to Mr. M. Mbangi Tel No: 040 609 6432/6424

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE
The Department of Sport, Recreation Arts and Culture in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Head Office: Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605, Hand deliver to: No 5 Eales Street, Wilton Zimasile Mkwai Building, King William’s Town, 5605. Enquiries – Ms. R. Loots Tel No: 043 492 0949
Sarah Baartman District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 Or Hand deliver to: Registry, 1st floor, Corner African and Milner

170
Street, Grahamstown. For Attention: Mr V Ketelo Tel No: 046 492 0223 / 083 340 0882

**Alfred Nzo District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 or Hand deliver to: No 67 Church Street Mt Ayliff. For Attention: Mr Gugwana Tel No: 039 254 0960 / 082 542 4726

**Chris Hani District:** Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320. Hand deliver to: No. 6 Ebden Street, Queenstown, 5319. For Attention: Mr X Kwanini Tel No: 045 492 0030 / 065 596 8907

**OR Tambo District:** Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mtata, 5100, Hand deliver to: human Resource Management, 6th Floor, Botha Scgau Building, corner Leeds and Owen Street, Umtata. For Attention: Ms N Kenqa Tel No: 047 492 502 9211 / 079 554 6886

**CLOSING DATE**

<table>
<thead>
<tr>
<th>POST 40/279</th>
<th>ASSISTANT MANAGER: MUSIC REF NO: DSRAC 01/09/2018</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R444 693 (Level 10) (An all-inclusive remuneration)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Head Office</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A three / four year Degree / Diploma in music or an equivalent qualification with at least three (3) years’ experience in the promotion of performing arts, especially music. Thorough understanding of the music industry, not limited to choral, but including all other genres. Knowledge of relevant legislation applicable to the development and promotion of cultural and creative industries sector. Interpersonal skills and client oriented focus, with high level of skills in working with relevant structures. Management skills including project management and budget management. Knowledge of the music sector, Public Service Regulations and relevant prescripts. High level of research skills. Ability to communicate at various levels within the department, including both</td>
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*NOTE: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver’s license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.*
internal and external stakeholders as well as the public. Computer literacy. Facilitation skills and experience in conducting workshops and developing learning support material for a variety of music genres. Proven track record in music development across music genres. Knowledge about drama and theatre will be an added advantage. Must have skills and experience with community musicians and artists across the age levels from children, youth through the young adults. Good communication skills (written and verbal). Good interpersonal relations and leadership skills. Must be in possession of a valid code 08 driving licence.

**DUTIES**
- Assist in the overall management of the sub directorate. Strategic planning, budgeting and operational planning for the sub directorate. Preparation or reports. Facilitate, support, monitor and evaluate the work of the sub directorate. Support all districts in the development, promotion and coordination of music. Represent the sub directorate on all music matters at Provincial as well as National level. Plan, monitor and control the budget for the sub directorate. Work, in consultation with relevant structures, to drive music programs of the Province. Conduct research on music related aspects and keep in trend with development of the genre. Organise Provincial events from conceptualization to evaluation stage.

**ENQUIRIES**
- can be directed to Ms. R. E Loots Tel No: 043 492 0949

**POST 40/280**
- **ASSISTANT MANAGER: LANGUAGE SERVICES REF NO: DSRAC 02/09/2018**

**SALARY**
- R444 693 (Level 10) (An all-inclusive remuneration)

**CENTRE**
- Head Office

**REQUIREMENTS**
- B.A degree with Language being a major and another at a lower level or a Degree/ Diploma in Translation/ Interpreting Studies. A post graduate qualification in Languages will be an added advantage; a minimum of 3 years’ experience in translation and interpreting and at least 2 years at supervisory level. Good written and verbal communication skills. Ability to translate technical and legal documents in at least two of the Eastern Cape provincial languages. Proficiency in spelling and grammar. Experience and knowledge in publishing and creative writing. Should be able to work independently and under pressure. Knowledge and understanding of prescripts in the field of languages. Sound knowledge of EPMDS and PFMA and other government prescripts. Good Report Writing and presentation Skills; creative thinking, problem solving skills and be self-driven. Computer literacy and good interpersonal relations; knowledge of Excel and PowerPoint. Knowledge of South African Sign Language or willingness to learn it. Must be in possession of a valid code 08 driving licence.

**DUTIES**
- To implement approved operational plan. Coordinate and Supervise subordinates on translation and interpreting services in the province. Provide and facilitate language related development initiatives, such as supporting the structure for South African Sign Language and other language structures in the other official languages of the province including dialects, International Translation Day and workshops. Proof read and edit translated documents. Provide interpreting services when necessary. To provide guidance in publication of manuscripts. To monitor language units in other government departments on implementation of Language Act.

**ENQUIRIES**
- can be directed to Ms. R. E Loots Tel No: 043 492 0949

**POST 40/281**
- **ASSISTANT MANAGER: MPP (SCHOOL SPORT) REF NO: DSRAC 03/09/2018**

**SALARY**
- R444 693 (Level 10) (An all-inclusive remuneration)

**CENTRE**
- Alfred Nzo

**REQUIREMENTS**
- A three year Degree / Diploma in the field of Sport and Recreation coupled with three (3) years’ experience in the field of Sport and
Recreation with at least two (2) years at supervisory level or Matric coupled with ten (10) years’ experience in the field of Sport and Recreation. Sound knowledge of MPP grant framework. Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act (PFMA), Division of Revenue Act (DORA) and Employee Performance Management System (EPMDS), National Sport Plan and other applicable government prescripts. Planning, Organisational, communication, report writing and presentation skills are necessary. Must be in possession of a valid code 08 driving licence.

**DUTIES**
- Implement strategic partnership programmes of school sport with the Department of Education and Structures / Federations. Develop and maintain database of participants and officials. Manage projects in partnership with stakeholders. Set up standing meetings with clients and manage annual school sport calendar. Provide strategic leadership in school sport by planning and developing of the sub directorates and districts operational plans, projects and programmes. Ensure compliance with conditional grant framework, prepare budget, procurement plans and business plans. Manage the implementation of School Sport Programmes in line with the policy directives and political imperatives. Manage leave and EPMDS in the school sport section and ensure capacity building of staff. Monitor compliance to policies and procedures related to school sport. Coordinate and organise the training of identified educators and volunteers. Monitor and evaluate school sport programmes.

**ENQUIRIES**
can be directed to Ms. R. E Loots Tel No: 043 492 0949

**POST 40/282**
**PRINCIPAL LANGUAGE PRACTITIONER (ENGLISH & XHOSA) REF NO: DSRAC 04/09/2018**

**SALARY**
R299 709 (Level 08) (An all-inclusive remuneration)

**CENTRE**
Head Office

**REQUIREMENTS**
B.A degree with Language (English and Xhosa) being a major and another at a lower level. A Post graduate qualification in translation will be an added advantage. Experience in translation, interpreting and working in language related matters. Good written and verbal communication skills. Knowledge of prescripts which govern language in the province and in the country; Computer literacy and good interpersonal relations. Ability to translate technical and legal documents in at least two of the four Eastern Cape provincial languages. Should be able to work independently and under pressure. Should be willing to work extended hours and even weekends. Should have a valid driver’s license. Must be in possession of a valid code 08 driving licence.

**DUTIES**
- Render language services such as translation of official documents from and into isiXhosa, English for government departments. Provide and facilitate any language related development initiative. Provide interpreting service when required. Mobilise civil society in profiling official languages in the province to higher levels. Assist in establishing language units in government departments and entities. Assist in establishing language forums.

**ENQUIRIES**
can be directed to Ms. R. E Loots Tel No: 043 492 0949

**POST 40/283**
**EXECUTIVE ASSISTANT: OFFICE OF THE CFO REF NO: DSRAC 06/09/2018**

**SALARY**
R242 475 (Level 07) (An all-inclusive remuneration)

**CENTRE**
Head Office

**REQUIREMENTS**
A Degree / National Diploma in Office Administration or equivalent qualification or Matric coupled with two (2) years’ experience in Administration support. Computer skills, communication skills (verbal and written), listening skills. Good telephone etiquette and interpersonal skills. Able to work independently and under pressure. Knowledge and
understanding of relevant legislation / policies in the Public Service. Possession of a valid code 08 driving licence will be an added advantage.

**DUTIES**

Provide a secretarial / receptionist support to the Chief Financial Officer. Handle telephone enquiries and compile a schedule of appointments. Render administrative support, collate and compile reports. Ensure the effective flow of information and documents, edit correspondence and memoranda. Handle the procurement of the unit. Ensure safe keeping of all documentation in the office of the Chief Financial Officer in line with relevant legislation and policies. Scrutinise routine submission / reports and make notes and / or recommendations to the Chief Financial Officer. Respond to enquiries received from internal and external stakeholders. Typing of reports. Collating monthly and quarterly Audit Committee packs. Prioritise issues in the Office of the Chief Financial Officer. Monitor leave and attendance registers. Support the administration of the Chief Financial Officer’s budget and expenditure. Ensure travelling and accommodation arrangements are well coordinated. Prepare claims and arrange payments. Keep the diary of the Chief Financial Officer. Provide a reliable filing system and attend to any other matters of administration as and when required.

**ENQUIRIES**

can be directed to Ms. R. E Loots Tel No: 043 492 0949

**POST 40/284**

**CHIEF SPORT OFFICER (CLUB DEVELOPMENT AND FEDERATION AFFAIRS)** REF NO: DSRAC 07/09/2018

**SALARY**

R242 475 (Level 07) (An all-inclusive remuneration)

**CENTRE**

Alfred Nzo District

**REQUIREMENTS**

A Degree/Diploma in Sport Management or Human Movement Studies. Matric with 5 years’ experience in Sport environment. Good communication and organisating skills, ability to work under pressure, basic computer skills, report writing skills. Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in a number of codes and federations. Must be in possession of a valid code 08 driving licence.

**DUTIES**

To promote and encourage participation in Sport Development. To create a platform for talent identification through the implementation of the Sport Development and Federations’ activities. To facilitate and implement capacity building programmes. To facilitate participation of federations from grassroots to National Level.

**ENQUIRIES**

can be directed to Mr. M. Gugwana Tel No: 039 254 0030

**POST 40/285**

**LIBRARIAN (CONDITIONAL GRANT)** REF NO: DSRAC 08/09/2018

(One year contract)

**SALARY**

R242 475 (Level 07) (An all-inclusive remuneration), 37% in lieu of benefits

**CENTRE**

OR Tambo District

**REQUIREMENTS**

A Degree in Library and Information Science or equivalent qualification or with at least 1-year experience in Library work or Matric with 3 years’ experience in Libraries. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Able to catalogue and classify knowledge of Provincial Libraries and information Act and other relevant legislation. Possession of a valid code 08 driving licence will be an added advantage.

**DUTIES**


**ENQUIRIES**

can be directed to Ms. N. Kenqa Tel No: 047 502 9211
POST 40/286: LIBRARY ASSISTANT (CONDITIONAL GRANT) REF NO: DSRAC 09/09/2018
(One year contract)

SALARY: R163 563 (Level 05) (an all-inclusive remuneration), 37% in lieu of benefits

CENTRE: Chris Hani District

REQUIREMENTS: A Degree / Diploma in Library and Information Studies or Matric with two (2) years’ experience in a Library environment. Good command of at least two (2) official languages. Knowledge of Library Systems and relevant government prescripts. Computer literacy. Good verbal and written skills.

DUTIES: Assist with cataloguing and classification of library material to libraries. Allocation and distribution of library material to libraries. Quality check loading of item records. Generate dispatch lists. Prepare material for mobile library services / book van tour. Assist with stock taking and setting up libraries. Issue library material to members of the community. Join / renew library membership. Assist with shelving and circulation of library materials. Attend to reference queries brought by members of the public and learners. Maintain good public relations with the neighbourhood, community or target populations served by the library.

ENQUIRIES: can be directed to Mr. X. Kwanini Tel No: 043 492 0030

POST 40/287: ADMIN CLERK: MPP (SPORT AND RECREATION)
(One year contract)

SALARY: R163 563 (Level 05) (an all-inclusive remuneration), 37% in lieu of benefits

CENTRE: Sarah Baartman District Ref No: DSRAC 10/09/2018 (X1 Post) Head Office Ref No: DSRAC 11/09/2018 (X1 Post)

REQUIREMENTS: Diploma/Degree in Sport Management or Human Movement Science or Matric certificate with 1-year experience in Office environment. Willingness to work under pressure. Good verbal and communication skills. Computer literate.

DUTIES: Compilation of submission for Sport and Recreation projects. Facilitate leave management for all Sport and Recreation officer. Facilitate sectional meetings and minutes taking. Assist in the coordination and performance of hubs and schools. Assist in the consolidation of reports. Assist in arranging meeting with stakeholders. Ensure collection, compilation and update of data in all district activities. Performing general administration support including filing of documents. Assisting the directorate in the implementation of Conditional Grant, compilation of Conditional Grant reports and assist in the implementation of all MPP activities.

ENQUIRIES: can be directed to Ms. R. E. Loots (Head Office) Tel No: 043 492 0949 Mr. V. Ketelo (Sarah Baartman) Tel No: 046 492 0223
ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS
All applicants must apply online at: www.gautengonline.gov.za

CLOSING DATE
19 October 2018

NOTE
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 40/288 : DIRECTOR: FINANCIAL ADMINISTRATION REF NO: REFS/003224
Directorate: Finance Management Services

SALARY : R1 005 063 per annum. An all-inclusive remuneration packages

CENTRE : Johannesburg

REQUIREMENTS : Matric plus Bachelor Degree/equivalent qualification in Financial Management NQF Level 07. 6-10 years working experience relevant in financial management and 5 years in middle management level. No criminal record. Code 08 drivers licence. An Accounting Articles will be an added advantage. Knowledge and Skills: Knowledge of Departmental policies and procedure, SAPS act, regulation and amendment, PFMA, Treasury Regulation, GRAP, GAAP,PSA, PSR etc., Employment Equity Act 1998, financial system, Gauteng safety strategy, verbal and written communication, organizing/maintaining information, interpreting and evaluating information, communicating information, computer literacy, problem solving and conflict management, listening and negotiation, teamwork, discipline, financial management, strategic.

DUTIES : Manage and ensure the correct departments expenditure transaction and provide an account payable management functions. Manage compilation of journal to correct allocation of expenditure transactions. Ensure all supplies are accounted for. Manage the validation of creditors balance accurately. Manage the implementation of financial account system. Manage effective administration of the financial system (SAP/ BAS/ PERSAL etc.) Manage effective monitoring of general ledge account. Manage accurate allocation of receipt and payment. Manage accurate financial accounting records according to GAAP and GRAP. Manage and provide financial information about the allocation of funding of adhoc related project/programmes. Manage revenue income/ collection
processes. Manage and ensure maintenance of an accurate and effective cashier system. Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage of budget in the directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics for section. Manage leave in the directorate.

ENQUIRIES
Ms N Manganyi Tel No: 011 689 3701

OTHER POSTS

POST 40/289
LEGAL ADMIN OFFICER MR6 REF NO: REFS/003227
Directorate: Legal Services

SALARY
R725 487 - R1 084 437 per annum. An all-inclusive remuneration packages

CENTRE
Johannesburg

REQUIREMENTS
Matric plus three-year National Diploma/Bachelor Degree in Legal or equivalent qualification. 8 years Public Sector Legal advisory experience. Knowledge and Skills: Legal processes, legislatives prescripts, legal research GPG and public service policies and procedures, understanding of community safety strategies, understanding of the Department’s strategic objectives and functionality, Information management knowledge, organising, problem solving, interpersonal relationship, conflict resolution, project management, report writing, policy analysis and development, policy/objectives formulation, research, analytical thinking, organising, problem solving, interpersonal relationship, computer literacy, knowledge management. Attribute: Decisive, team player, customer focused, proactive and resourceful, change oriented, cost conscious, quality oriented, responsive, people oriented, Innovative, honesty and integrity.

DUTIES
Provide sound legal advice and litigation support to the Department. Carry out all administrative legal actions to ensure compliance. Ensure legal compliance with national, international and continental instruments.

ENQUIRIES
Ms N Manganyi Tel No: 011 689 3701

POST 40/290
DEPUTY DIRECTOR: DEMAND AND SUPPLY REF NO: REFS/003225
Directorate: Supply Chain Management

SALARY
R697 011 per annum. An all-inclusive remuneration packages

CENTRE
Johannesburg

REQUIREMENTS
Matric plus three years National Diploma/Degree in Public Administration/Logistics/Purchasing or equivalent qualification. 5 or more years working experience and 3 years of junior level in Supply Chain Management. No criminal record. Code 08 drivers licence. Knowledge and Skills: Knowledge of GPG and Public Service policies and procedures, Knowledge of Public Service Regulation Framework, Understanding of community safety strategy, Knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, preferential procurement policy framework act and supply chain management, In-depth knowledge of code of conduct for supply chain management practitioner, Knowledge of BAS and LOGIC and other information management system, Customer relationship management, Interpersonal relations. Conflict management, Communication, interviewing, Negotiation, Facilitation. Presentation, Report writing, Computer literacy, driving skills.

DUTIES
Manage the process of request for demand and acquisition of goods and services. Manage the departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Manage service level agreement (SLA’s) with suppliers and service providers (contract management). Facilitate the development of request for
proposal. Manage the contract register and monitor the progress of the contracts. Manage human resources. Manage financial resources.

ENQUIRIES : Ms N Kunene Tel No: 011 689 3941

POST 40/291 : DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/003226
Directorate: Human Resource Management

SALARY : R697 011 per annum. An all-inclusive remuneration packages
CENTRE : Johannesburg

DUTIES : Manage recruitment, selection, appointment and other life cycle events of employees. Manage compensation and conditions of service. Manage human resource personnel records.

ENQUIRIES : Ms Evelyn Makgopa Tel No: 011 689 3726

POST 40/292 : DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: REFS/003228
Directorate: Executive Support (Office of the HOD)

SALARY : R697 011 per annum. An all-inclusive remuneration packages
CENTRE : Johannesburg
REQUIREMENTS : Matric plus three-year National Diploma/Bachelor Degree in Public Management/Office Administration or equivalent qualification. 3-5 years' experience of which two years must be at supervisory/management level in office administration/relevant field. No criminal record. Code 08 drivers licence. Knowledge and skills: Knowledge of legislative framework including MISS Policy, Promotion of the Access to Information Act, Promotion of Administrative Justice Act. Knowledge of Public Service Regulatory framework e.g. Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Code of Conduct etc. Understanding of Departmental Strategic objectives. Knowledge of Safety and Security framework, information technology Security Management, experience of governance issues and report writing at corporate level. Conflict management, client orientation and customer focus, quality management, change management, communication, facilitation, presentation, report writing, analytical and computer literacy.

DUTIES : Provide Office Administration. Co-ordinate special programs in the Office of HOD (Intergovernmental Relations, Ntirhisano etc.). Research and editing of documents. Manage and ensure coordination of events in the office of the HOD. Manage resources (finances/assets/human).

ENQUIRIES : Ms M Patjie Tel No: 011 689 3845
DEPARTMENT OF HEALTH

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

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

CLOSING DATE: 19 October 2018

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID documents (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 40/293 : STATION MANAGER GRADE 3 REF NO: STMA 00003/09/2018 (X12 POSTS)
Directorate: Emergency Medical Services

SALARY : R299 475 - R340 830 (plus benefits)
CENTRE : Gauteng EMS
REQUIREMENTS : Grade 12 certificate or equivalent qualification/ECT/CCA/ with 3-year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PrDP, Registration certificate and current registration with HPCSA. Supervisory experience is compulsory.

DUTIES: Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have an inventory of all resources at the station. Assist the District Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within the operational area. Ensure effective control and be accountable over resources in the station. Undertake any other duties as allocated by management. Ensure station comply with OHS standards in respect of medical waste storage and disposal.

ENQUIRIES: Mr. T Mnisi Tel No: (011) 564 2026

POST 40/294: SHIFT LEADER GRADE 3 REF NO: SHLE 00001/09/2018 (X16 POSTS)
Directorate: Directorate: Emergency Medical Services

SALARY : R250 467 – R282 165 (plus benefits). Finally salary will be determined by experience attached to the professional category
CENTRE : Gauteng EMS
REQUIREMENTS : Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 03-year experience after registration with the HPCSA in the applicable category.
category according to OSD appointment requirements, Code 10 driver’s license with PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of Labour relations and OHS. Incident management and supervisory experience.

**DUTIES**

Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring complacence and report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions, Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyses trips sheet and patient assessment forms and report discrepancies to the station manager. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from external and internal sources. Compile reports, conduct investigations when require to do so. Ensure compliance with service protocol and procedures. Undertake any other duties as allocated by management.

**ENQUIRIES**

Mr. T Mnisi Tel No: (011) 564 2026

**NOTE**

Eligible candidates will be subjected to a medical, practical and theoretical evaluation(s)

**POST 40/295**

**PARAMEDIC GRADE 1 TO GRADE 3 (X12 POSTS)**

**SALARY**

Grade 1: R239 532 per annum Ref No: PARA 00005/01/09/2018
Grade 2: R299 475 per annum Ref No: PARA 00005/02/09/2018
Grade 3: R371 004 per annum Ref No: PARA 00005/03/09/2018

**CENTRE**

Gauteng EMS

**REQUIREMENTS**

**Grade 1:** Successful completion of Critical Care Assistance (CCA) qualification that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic (CCA) and proof of current registration. No experience required after registration with the HPCSA as Paramedic. **Grade 2:** Successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic with CCA or National Diploma and proof of current registration. 7 Years’ experience required after registration with the HPCSA as Paramedic (CCA) and no experience required after registration with the HPCSA as Paramedic with a National Diploma. **Grade 3:** Successful completion of Critical Care Assistance (CCA) qualification or recognized National Diploma that allows registration with the HPCSA as Paramedic or successful completion of a recognised B Tech degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the HPCSA as Paramedic (CCA or NDIP) or ECP and proof of current registration. 14 Years’ experience required after registration with the HPCSA as Paramedic (CCA), 7 years’ experience required after registration with the HPCSA as Paramedic (NDIP) and a registered ECP requires no experience.

**DUTIES**

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

Respond to emergency calls within stipulated response times on primary response vehicles and ambulances. Provide emergency medical assistance to clinical staff at primary and secondary institutions throughout the Province. Perform emergency medical care & treatment, at special events and special operations in the Province. Perform duties as per allocated shift roster, i.e. day and night duties.

ENQUIRIES : Ms. MR Mokoena Tel No: (011) 564 2253

POST 40/296 : EMERGENCY CARE OFFICER GRADE 3 (ILS) REF NO: ECO 00002/09/2018 (X80 POSTS)
Directorate: Emergency Medical Services

SALARY : R150 300 per annum (plus benefits)
CENTRE : Gauteng EMS
REQUIREMENTS : Grade 12 certificate, Ambulance Emergency Assistant certificate, current and valid registration with HPCSA as an Ambulance Emergency Assistant, valid driver’s license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.

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

ENQUIRIES : Mr Z Jezi Tel No: 011 564 2027
APPLICATIONS : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685

NOTE : candidates that are shortlisted will be subjected to a competency test, based on scope of post, duties and driving test.

POST 40/297 : EMERGENCY CARE OFFICER (BLS) REF NO: ECO (BLS) 00004/09/2018 (X20 POSTS)
Directorate: Emergency Medical Services

SALARY : R135 228 per annum (plus benefits)
CENTRE : Emergency Communication Centre: Midrand
REQUIREMENTS : Grade 12 certificate, Basic ambulance assistant certificate, current and valid registration with HPCSA as a Basic ambulance assistant, valid driver’s license code 10 and PDP. Previous experience in emergency care communication environment as well as computer literacy will be mandatory. Computer literacy qualification as well as call center qualification is mandatory.
DUTIES: Perform call taking, handling and dispatching of resources. Provide pre-arrival instruction to callers in need. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.

ENQUIRIES: Ms. O Chidi Tel No: 011 564 2005

NOTE: Candidates that are shortlisted will be subjected to a competency test both written and computer, based on scope of post, duties and driving test.
ANNEXURE R

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON

APPLICATIONS: All applications should be forwarded to, Department of Community Safety and Liaison, Private Bag X9143, Pietermaritzburg, 3200 or hand-delivered to, 179 Jabu Ndlovu Street, Pietermaritzburg.

FOR ATTENTION: Ms K.S Mthembu

CLOSING DATE: 19 October 2018

NOTE: Applications must be submitted on the form Z83 and should be accompanied by certified copies of qualifications, drivers’ license, Identity Document together with comprehensive curriculum vitae. Faxed applications will not be considered. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applications that do not comply with the above instruction shall be disqualified. Candidates must submit separate applications for each post applied for quoting the applicable reference number. Due to the large number of applications, only short-listed candidates will be contacted and if you have not heard from this Department within 3 months of this advertisement, please regard your application as being unsuccessful.

OTHER POST

POST 40/298: DEPUTY DIRECTOR: POLICING POLICY REVIEWS, SAFETY MODELS AND MONITORING TOOLS REF NO: CSL40/2018

SALARY: An all-inclusive remuneration package of R697 011 per annum is payable to the successful candidate. The package includes a basic salary of (70% of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules.

CENTRE: Pietermaritzburg

REQUIREMENTS: Applicants must have an appropriate Degree or National Diploma or equivalent (NQF Level 6) in the field of Police Science or Criminal Justice and 3 to 5 years post qualification experience at junior management level in the crime prevention environment. Applicants must have a valid Driver’s License (Code B) and be prepared to work extended hours. Knowledge of Public Service Act and regulations, PFMA, Knowledge of the Criminal Procedure Act, Knowledge of the SAPS Act, Knowledge of all other safety related legislation, Knowledge of project management in criminal justice, Knowledge of crime prevention policies, systems and strategies, Communication skills, Project management skills, Computer skills, Report writing skills, Financial Management skills.


ENQUIRIES: Mr M.S Mnqayi, Tel No: 033 – 3419319

NOTE: Applicants with disabilities are also encouraged to apply.

DEPARTMENT OF HEALTH
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

OTHER POSTS
POST 40/299 : HEAD CLINICAL UNIT (INTERNAL MEDICINE) REF NO: MAD 21/2018

SALARY : R1 643 352 – R1 744 191 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary.

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : MBChB degree or equivalent qualification PLUS, A minimum of 3 Years’ experience after registration with HPCSA as Medical Specialist in Internal Medicine. Registration Certificate with HPCSA as a Medical Specialist. Current registration with HPCSA as Medical Specialist. (2018 Receipt). Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Experience: A minimum of 3 Years’ experience after registration with HPCSA as Medical Specialist in Internal Medicine. Knowledge, Skills, Training and Competencies required: Knowledge of appropriate specialist procedures and protocols within the field of expertise. Knowledge of legislative prescripts governing the public service. Human resources management, financial management and general administrative skills. Control of budget, monitoring expenditure and project management. Computer literacy in MS Outlook, Excel, Word and PowerPoint. Report writing, presentation and teaching skills. Strategic capability and leadership skills. Problem solving, project management and change management. Concerns for excellency, courtesy and interpersonal skills. Awareness of cross-cultural differences.

DUTIES : Key Performance Areas: Render efficient and cost-effective internal medicine services to patients managed by Madadeni Hospital and its drainage sites. Strengthen and ensure continuous clinical governance for internal medicine services within the area of jurisdiction. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment. Deliver effective and efficient administration of the Internal Medicine Department. Plan and partake in the training of staff including Nurses, Clinical Support Personnel, Medical Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Develop regional services within the field of Internal Medicine and improve the functioning of renal services. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct out-patient specialist clinics and in-patient and provide expert opinion where required. Ensure provisioning of a 24-hour service in Internal Medicine. Provide vision, strategic direction and inspire employees to deliver excellent, quality health services. Manage the performance of allocated human resources. Ensure that working environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware and adhere to protocols. Compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Generate reports, plans, presentations, and perform other administrative duties attached to this position. Strengthen partnership with relevant stakeholders i.e. Tertiary hospitals i.e. Grey’s and IALCH, Referral Hospitals, Community members, etc. Improve management of referrals. Maintain clinical, professional and ethical standards.

ENQUIRIES : Dr HA Hlela Tel No: 034 328 8007

APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

FOR ATTENTION : The Recruitment Officer

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this Circular Minute must
be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

**CLOSING DATE**: 26 October 2018

**POST 40/300**: MEDICAL SPECIALIST REF NO: MEDSPECORTHO /1/2018

**Purpose of Post**: This post is primarily designed to enhance the candidates understanding and skills in Hip and Knee arthroplasty. It is hoped that candidates will have a superior understanding of Hip and Knee Arthroplasty after spending one full year in the unit.

**Department**: Orthopaedics

**SALARY**: 
Grade 1: R1 051 368 per annum all-inclusive salary Package (excluding commuted overtime)
Grade 2: R1 202 112 per annum all-inclusive salary package (excluding commuted overtime)
Grade 3: R1 395 105 per annum (All-inclusive salary Package (excluding commuted overtime)

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**: Applicants must be currently registered with the Health Professions Council of South Africa as a Specialist in Orthopaedic Surgery. Experience in a dedicated arthroplasty unit is an advantage (total hip and knee arthroplasty unit). Candidates must also have experience in managing severe trauma. Candidate must be able to operate independently on patients with orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. The appointment to Grade 1 requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist in Orthopaedic Surgery. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist – Orthopaedics. Grade 2: Five (5) years post registration experience as a Medical Specialist -Orthopaedics with Health Professions Council of South Africa. Grade 3 requires Ten (10) years post registration experience after registration as Medical Specialist – Orthopaedics with Health Professions Council of South Africa.

**DUTIES**: The individual will provide expert knowledge in the specialty of Orthopaedic Surgery. This encompasses primarily the assessment and treatment of patients requiring orthopaedic care. The candidate will also be responsible for teaching junior medical and paramedical staff. He is
expected to engage in research and perform administrative functions as directed by the Head of Department. He will also participate in orthopaedic outreach programmes within the framework of the Department of Health. After hours duties are mandatory. Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct Out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Doctors have to be available after hours to provide relevant emergency cover as required. Clerk all admissions and compile discharge summaries. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and Attend Mortality and Morbidity meetings as required and forms. Conduct research in the field of orthopaedics.

ENQUIRIES
Dr PV Ryan Tel No: 031-240 2160

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

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

CLOSING DATE: 19 October 2018

POST 40/301: MEDICAL SPECIALIST – NEONATOLOGY REF NO: MEDSPECPAEDNEONAT/2/2018
Department: Neonatology

SALARY: Grade 1: R1 051 368 per annum excluding commuted overtime
Grade 2: R 1 202 112 per annum (All-inclusive salary package) excluding commuted overtime
Grade 3: R1 395 105 per annum excluding Commuted overtime

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Current registration with Health Professions Council of South Africa as Specialist Paediatrician. Current Curriculum Vitae stating clinical, teaching and research experience must be provided. Positive references from recent supervisor/s. The appointment to Grade 1 requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Paediatrician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of...
registration with the Health Professions Council of South Africa as a Specialist Paediatrician. Experience is not applicable. **Grade 2:** Experience: Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal Specialty (Paediatrician). **Grade 3:** Experience: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal Specialty (Paediatrician).

**Skills, Knowledge, Training and Competence Required:** Knowledge and skills as required for registration as a Paediatric specialist. The candidate must possess good administrative, decision making and communication skills in order to function in a multi-disciplinary team environment.

Candidates without the Subspecialty are obliged to undertake subspecialty training in Neonatology as personal professional development.

**DUTIES**

Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatient's clinics, and clinical training ward rounds. Provide specialty services in Neonatology. Conduct self-directed study to acquire knowledge and skills to satisfy/maintain requirements to function as a sub-specialist in Neonatology). Maintain statistics of patient care and participate in departmental audit programs to assist with resource allocation. Provide administrative assistance to the Head of Unit. Assist with staff development, evaluation, and progress reporting. Supervise Paediatric registrars in undertaking patient management. Participate in undergraduate teaching in the Department of Paediatrics, Nelson R Mandela School of Medicine. Participate in clinical research. Undertake rostered after-hours duties. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided.

**ENQUIRIES**

Dr R Thejpal (Clin HOD Paediatric Medical IALCH) Tel No: (031) 2401536

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

19 October 2018

**POST 40/302**

**MEDICAL SPECIALIST REF NO:**

**MEDSPECCARDIOTHORSURG/1/2018 (X1 POST)**

Department: Cardiothoracic Surgery

**SALARY**

Grade 1: R1 051 368 per annum (all-inclusive Salary package excluding commuted overtime)

Grade 2: R1 202 112 per annum (all-inclusive Salary package excluding commuted overtime)
CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
Applicants must be registered as a Specialist - Cardiothoracic Surgery with the Health Professions Council of South Africa. Current registration as Specialist Cardiothoracic Surgery with the Health Professions Council of South Africa. **Grade 1:** Experience: No experience required. Registrars who have completed Registrar training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist in Cardiothoracic Surgery. **Grade 2:** Experience: 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery). **Grade 3:** Experience: 10 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery). Skills, Knowledge, Training and Competence Required: The incumbent should have a comprehensive knowledge of the specialty discipline of Cardiothoracic Surgery including all aspects of General Thoracic Surgery, and Surgery for Acquired & Congenital Cardiovascular Disease. Surgical skills in the operative management of diseases within the specialty are an absolute prerequisite. In addition, teaching and computer literacy are essential requirements. The applicant must have undergone training in a cardiothoracic unit in an accredited academic centre either within the country or elsewhere. Competence in the clinical evaluation of the cardiothoracic surgical patient, interpretation of special investigations, especially radiological, operative intervention and post-operative management are of paramount importance.

DUTIES:
Provide a clinical service encompassing the diagnosis, investigation, Peri-operative care and surgical management of cardiothoracic patients. Actively participate in the academic programme run by the department for the post-graduate training of Registrars. Teaching of undergraduate and postgraduate students. To engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Achieve a level of theoretical knowledge and surgical skills requisite to the training of a Cardiothoracic Surgeon. Participate in after hour services when required.

ENQUIRIES:
Dr R. Madansein Tel No: 031-2402114

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

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

CLOSING DATE: 19 October 2018
**POST 40/303** : **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 56/18**

Component: Internal Medicine

**SALARY**

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<thead>
<tr>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
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<tr>
<td>R780 612 per annum</td>
<td>R892 551 per annum</td>
<td>R1 035 831 per annum</td>
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All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

**CENTRE**

Pietermaritzburg Complex: (Greys & Edendale Hospital)

**REQUIREMENTS**

MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner by the time of appointment. Community Service Officers may apply if eligible for HPCSA registration as an Independent Medical Practitioner within 2 months of the closing date of this advertisement. **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. Knowledge, Skills, Training and Competence Required: Sound clinical and patient management skills; human resource management; information management; quality assurance programs. Current health and public service legislation, regulations and policy, and medical ethics. Recommendations: ACLS course completed (current valid certificate). Post-graduate qualifications in Internal Medicine (FCP (SA) Part 1; Diploma in Internal Medicine; Diploma in HIV Medicine.

**DUTIES**

Key Performance Area: Medical care of patients: Level of care required – medical care appropriate to Edendale (Regional) and Grey’s Hospital, (Tertiary); Diagnosing and treating medical emergencies; Managing inpatients and outpatients. Consulting on referrals from other Departments and communicating with other Departments and institutions; Sub-discipline rotations in any or all sub-disciplines of Internal Medicine will be required and may include Neurology, Dermatology and ICU, depending on the needs of the services; Rotations at facilities within the Pietermaritzburg metropole (Edendale and Grey’s Hospital). Outreach services to facilities in Area 2 may be required either regularly or from time to time. Overtime requirements – commuted overtime is mandatory if required by operational demands; Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assist and participate in quality improvement, including audits, patient safety incident reporting and morbidity and mortality reviews. Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service; Teaching – participate in and support departmental training programmes (undergraduate, postgraduate and in-service). This includes teaching,
examinations, administration etc as required by the programmes. Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional but desirable.

ENQUIRIES : DR C. Lee Tel No: 033 – 897 3289
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
FOR ATTENTION : Mrs. M. Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 56/18 .Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 19 October 2018
POST 40/304 : DEPUTY DIRECTOR – FINANCE REF NO: DD: FINANCE/1/2018 (X1 POST)
SALARY : R697 011 per annum (Level 11) (all-inclusive salary package)
CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : A minimum of a Bachelor’s Degree/National Diploma level in the economic or accounting field plus have at least five (5) years post qualification experience in a finance department of which 3 years should have been at management level. Skills, Knowledge, Training and Competences Required: Knowledge of Public Finance Management Act (PFMA, SCM policies. Knowledge of Public Service Regulations, Strategic Planning and GRAAP & Generally Accepted Accounting Practice (GAAP) Policies. Possess good communication skills and be computer literate in the use of spreadsheets, PowerPoint and computerised accounting software such as SAP R3; good report writing skills and able to plan work, including the development of business plans, budgets and reports.
DUTIES : Responsible for the effective financial management of the Inkosi Albert Luthuli Central Hospital, through the implementation of financial systems and the timely submission of financial reports in strict compliance with the Public Finance Management Act (PFMA) and Generally Accepted Accounting Practices (GAAP). Maintain adequate availability and efficient utilization of staff in the finance component. Management of staff in the finance and SCM components. Develop and manage the budget process in the institution in conjunction with hospital management and other stakeholders in line with the departmental financial strategy. Improve Supply Chain Management Compliance in line with all related prescripts. Develop, customize, and ensure adherence with guidelines to ensure economy, efficiency and effectiveness in the use of resources. Develop, implement and monitor measures designed to optimize revenue collection. You will also be responsible for advising management on the management of the Public Private Partnership.

ENQUIRIES : Dr LP Mtshali Tel No: 031 240 1124
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the
entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

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

CLOSING DATE: 19 October 2018

POST 40/305: ASSISTANT MANAGER NURSING: TRAUMA & BURNS REF NO: ANM: T&B /1/2018 (X1 POST)

SALARY: R581 826 per annum plus 13th cheque, Housing Allowance-Employee to meet prescribed requirements Medical Aid: optional

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Degree/Diploma in General Nursing and Midwifery. One (1) year post basic qualification in Trauma/ Nursing Science or Critical Care Nursing Science. Current registration with S.A.N.C as a General Nurse and Trauma or/Critical Care Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in Trauma or Critical Care department after obtaining the 1 year post basic qualification in Trauma or Critical Care Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Degree/Diploma in Nursing Administration will be an added advantage. Knowledge, Skills, Training and Competence Required: Knowledge and experience of Public Service Policies, Acts and Regulations that govern the profession. Sound management negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of Nursing Management within the specialty. Knowledge of human resource management policies and practices, including recruitment, conditions of service, performance management, training and development and labour relations including disciplinary, grievance and abscondment processes / procedures. Computer literacy and information management. Basic financial management skills.

DUTIES: Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective utilization of financial and material resources in the Domain. Ensure effective and efficient utilization of human resources. Serves as co-ordinator during internal and external disaster situations. Ensure that all nursing practices adhere to the National Core Standards. Facilitates and ensure implementation of Patients’ rights Charter and Batho-Pele principles. Ensure that all nursing staff are aware and adhere to the relevant Acts / prescripts applicable within the nursing environment, and that staff welfare is maintained. Participate in the analysis, formulation and implementation of nursing policies and procedures. Monitor nursing interventions to assess whether
professional standards are being observed. Support and educate staff to assess the quality and effectiveness of nursing services and develop plans for continuous improvement. Inspect the work environment to ascertain whether conditions and practices are conducive to quality patient care and where this is not being achieved to institute corrective action. To deploy all nursing resources, within area of control, to best effect to ensure the highest standard of nursing care. Conduct performance appraisals on nursing and support staff and institute necessary developmental interventions. Deal with grievances and labour relation issues in terms of laid down policies / procedures. Ensure that policies and practices governing conditions of service of nursing staff, including leave and exits, are adhered to. Ensure that all Financial Management and Human Resource Management policies, processes and practices are adhered to. Ability to negotiate with other stakeholders, engage in problem solving and conflict management. Deal with grievances and labour relations issues in terms of the laid policies/procedures i.e. manage workplace discipline.

ENQUIRIES
Ms NO Mkhize Tel No: 031 240 1063

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

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

CLOSING DATE
19 October 2018

POST 40/306
OPERATIONAL MANAGER NURSING GR 1 (SPECIALTY) – TRAUMA, EMERGENCY NURSING REF NO: GS 57/18
Component – Nursing

SALARY
Grade 1: R532 449 per annum, Plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)

CENTRE
Greys Hospital, Pietermaritzburg

REQUIREMENTS
Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. A Post–basic nursing qualification in Emergency Nursing Science with a duration of at least 1 year accredited with the SANC. Current registration with the South African Nursing Council. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in the relevant specialty. Recommendation: At least 3 years of experience in a supervisor’s capacity will be an advantage, Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge

**DUTIES**

- Ability to provide professional leadership. Co-ordinate optimal, holistic and specialized nursing care provided within the set standards and a professional / legal framework in the Emergency Department. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. 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. Participate in performance reviews i.e. EPMDS as well as student progress reports. Participate and ensure implementation of National Core Standards, National Health Priorities, quality improvement initiatives including national priority program plans.

**ENQUIRIES**

Mrs. K T McKenzie Tel No: 033-897 3331

**APPLICATIONS**

Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200

**FOR ATTENTION**

Mrs. M. Chandulal

**NOTE**

Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies, Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 57/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

**CLOSING DATE**

19 October 2018

**POST 40/307**

PROFESSIONAL NURSE SPECIALTY GRADE 1/2: REF NO: HRM 44/2018 (X1 POST)

Directorate: Psychiatry

**SALARY**

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

**CENTRE**: King Edward VIII Hospital

**REQUIREMENTS**: Matric/Senior Certificate or equivalent qualification, degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year post Basic registration Degree/Diploma in Psychiatry plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. **Grade 1**: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Psychiatry Specialty. **Grade 2**: A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification (Specialty) in Psychiatry. Recommendation: Computer literacy. Knowledge, Skills, Training, And Competencies Required: Knowledge of nursing care delivery approaches, sound knowledge of scope of practice in the area of work performance, ability to formulate patient care related policies, working knowledge of labour relations and disciplinary procedure of processes, team building and supervisory skills, good communications, leadership, interpersonal skills and conflict management.

**DUTIES**: Provision of optimal, holistic specialized psychiatric nursing care with set standard and within professional/legal framework, analyze the relationship between normal physiological and specific system alterations associated with mental health problems psychiatric disorders treatment, engage in clinical assessment of MHCU in a specialized psychiatric setting, evaluate the health impact of multiple life stressors and situational crisis within the context of family cycle and community, assist with the effective management of resources, development of specialized services and the role of the advanced nurse practitioner, maintain professional growth/ethical standards and set development, liaise and communicate with members of the multidisciplinary team, participate in training and research, participate in the implementation of NCS, other programs and initiatives by the department of health.

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

**APPLICATIONS**: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013. An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**: 19 October 2018
POST 40/308: PROFESSIONAL NURSE – GRADE 1, 2 & 3 REF NO: ST 43/2018 (X1 POST)
Component: 028937

SALARY:
Grade 1: R241 908 per annum
Grade 2: R297 516 per annum
Grade 3: R362 559 per annum
Benefits: 13th Cheque, 8% Inhospitable Area Allowance Housing Allowance (Employee must meet prescribe Requirements) (Medical Aid (Optional)

CENTRE:
Stanger Hospital (Triage Area)

REQUIREMENTS:

DUTIES:

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. St22/2018. 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. 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: 19 October 2018

POST 40/309: MEDICAL SPECIALIST — INTERNAL MEDICINE (GRADE 1, 2, 3) (SESSIONAL POST) REF NO: GS 55/18
08 Sessions per week
Component — Internal Medicine

SALARY:
Grade 1: R210 496 per annum
Grade 2: R240 448 per annum
Grade 3: R279 136 per annum

CENTRE:
Greys Hospital, Pietermaritzburg Hospitals Complex

REQUIREMENTS:
Minimum Requirements: MBChB or equivalent, FCP (SA) or equivalent.
Current Registration with HPCSA as a Specialist in Internal Medicine.

Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in the relevant discipline.  
Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline.  
Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Recommendations: MMed or MMed (Sci). Experience or interest in a medical subspecialty. Knowledge, Skills, Training and Competency Required: Competent general medicals skills, appropriate for the level of a specialist in Internal Medicine; Ability and willingness to develop skills in various Internal Medicine subspecialties based on operational need and where possible, based on vocational interest, Ability and willingness to supervise and train junior staff, undergraduates, postgraduates, ancillary and nursing staff. Ability to apply public sector and health sector legislation, medical ethics and research ethics. Ability and willingness to participate in information management, quality assurance programmes, human resource management and financial and equipment management of relevant resources as appropriate to the post.

DUTIES:
Key Performance Areas: Clinical Duties: Clinical service delivery in Greys Medical subspecialty services: Gastroenterology service, Other subspecialties - where possible, vocational interests will be supported. Assist with outreach services in Area 2. Academic Duties: Supervision and training of undergraduates, postgraduates, interns, medical officers and allied health care personnel. This includes: Clinical tutorials in the clinic and at the bedside, Participation in student assessments and examinations, Participation in the departmental academic and clinical meeting programs, Administrative and managerial responsibilities: Assist with departmental clinical service administration, Assist with departmental junior staff supervision, Support development of clinical protocols for the Internal Medicine service, Participate in departmental audits and quality assurance programs, Any other duties as assigned by the Head of Department.

ENQUIRIES:
DR K. Rasmussen Tel No: 033 – 897 3289

APPLICATIONS:
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200 FOR ATTENTION: Mrs. M. Chandulal

NOTE:
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 55/18. Please note due to large
numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). The incumbent will be primarily based At Greys Hospital but will be expected to provide support and services for Area Two as directed by the Head Clinical Department of Internal Medicine in the following spheres.

CLOSING DATE : 19 October 2018
ANNEXURE S

PROVINCIAL ADMINISTRATION: LIMPOPO
PROVINCIAL TREASURY

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.

APPLICATIONS: All applications must be forwarded to: Acting Director: Human Resource Management, Private Bag X 9486, Polokwane, 0700 OR Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700.

CLOSING DATE: 31 October 2018 @ 16H00

NOTE: Applications must be submitted on form Z83 obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applications must be completed in full and page 2 duly signed, accompanied by not more than three months certified copies of educational qualifications, identity documents, Valid vehicle driver's License (where required) and comprehensive Curriculum Vitae. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. NB: you are requested to complete Part A, B and C of the Z83 form in full. Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. All shortlisted candidates will be subjected to 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. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by the SAQA. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interviews for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Check (criminal records, credit records check and security reasons). Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.
MANAGEMENT ECHELON

POST 40/310

DEPUTY DIRECTOR-GENERAL: FINANCIAL GOVERNANCE REF NO: LPT/473

Branch: Financial Governance

SALARY

R1 446 378 per annum to be structured according to individual needs (Level 15)

CENTRE

Head Office (Polokwane)

REQUIREMENTS

An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA in Accounting / Financial Management / Auditing or related field. 8 -10 years’ working experience at a senior managerial level. Experience in the Public Sector financial environment and engagements with oversight structures at Senior Management Level will be an added advantage. Valid vehicle driver’s license. Core: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Service delivery Innovation. Problem-solving skills and innovative capabilities. Change Management. Computer Literacy (MS Office Package at Advanced level). Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Knowledge and sound understanding of HR and financial management practices. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Extensive knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Treasury instructions, Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA) and other related prescripts and regulations. Extensive knowledge of GRAP and modified cash standards. Sound knowledge of the Public Audit Act, a good understanding of Supply Chain Management, Procurement Strategies and government financial systems including BAS, LOGIS and PERSAL.

DUTIES

The successful candidate will report to the Head of the Department and will be required to: Provide support on the implementation of appropriate accounting practices and to build Financial Management Capacity in all Provincial Departments and Public Entities. Managing the implementation and provide support on financial information management systems and other relevant transversal systems. Monitoring and provide support on the implementation of Risk Management, including relevant Enterprise Resource Planning systems in all Provincial Departments and Public Entities. Monitor and Provide support on compliance in all Provincial Departments and Public Entities with the provisions of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA), GRAP, Modified cash standards and other related Acts, regulations and prescripts. Participate in oversight structure engagements and co-ordinate audit committee meetings. Improving audit outcomes and developing audit strategies and financial management policies. Oversee and co-ordinate the preparation of consolidated annual financial statements for departments and public entities. Oversee financial management capacity building programmes for provincial departments and public entities.

ENQUIRIES

Messrs Mathoma Reuben, Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda Tel No: 015 – 298 7000.
POST 40/311: CHIEF DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT
REF NO: LPT/410
Branch: Assets, Liabilities & Supply Chain Management

SALARY: R1 189 338 per annum to be structured according to individual needs (Level14)
CENTRE: Head Office (Polokwane)

REQUIREMENTS:
An undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting / Legal / Supply Chain Management / Financial Management / Strategic Management or related field. 5 years' working experience at a senior managerial level. Experience in the Public Sector Supply Chain Management environment at Senior Management Level will be an added advantage. Valid vehicle driver's license. Core: Strategic Capability, Leadership Programme, Project Management, Financial Management, People Management and Empowerment, Honesty and Integrity. Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Sound Knowledge of the PFMA, Treasury Instructions, Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA) and other related regulations and prescripts. Intensive knowledge of Supply Chain Management (SCM) and Procurement Strategies. Knowledge of Central Supplier database, LOGIS/BAS and related systems.

DUTIES:
The successful candidate will report to the Deputy Director General: Assets, Liabilities and Supply Chain Management and will be required to: Develop and implement Transversal Supply Chain Management policies to all Provincial Departments and Public Entities. Provide strategic direction within SCM environment to the Departments, Public Entities and the staff within the Chief Directorate. Strengthening internal controls in provincial departments and public entities in all areas of SCM to prevent irregular, fruitless and wasteful expenditure that emanate from SCM processes. Arrange the Provincial transversal contracts for goods and services. Ensure that Departments comply with contract management by monitoring services and delivery of goods provided by Contractors in all goods and services as per Terms of Reference and Service Level agreements. Manage the Central Supplier Database, provide advises in relation to this database to Departments and members of the Public. Ensure that Departments and Public Entities are functional in areas of Demand and Acquisition Management to strengthen their market analysis while procuring goods and services so that value for money can be realized. Ensure effective, efficient and economic use of resources within the Chief Directorate.

ENQUIRIES:
Messrs Mathoma Reuben, Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda Tel No: 015 – 298 7000.

POST 40/312: DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: LPT/22
Branch: Corporate Governance

SALARY: R1 005 063 per annum to be structured according to individual needs (Level 13)
CENTRE: Head Office (Polokwane)

REQUIREMENTS:
An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management or related field. 5 years' working experience at a middle / senior managerial level. Valid vehicle driver's license. Core: Strategic Capability and Leadership, Programme and Project Management, Financial Management, People Management and Empowerment, Honesty and Integrity. Ability to manage and oversee
project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. Results-driven and service-oriented. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Public Service Act, Regulations and other relevant government Human Resource Policies and prescripts.

**DUTIES**

The successful candidate will report to the Chief Director: Corporate Services and will be required to: Manage and facilitate the provisioning of Human Resource Planning and Management. Co-ordinate and manage the Recruitment, Selection and Appointment processes. Manage the administration of service benefits. Manage Human Resource Information Systems and Establishment Control. Coordinate the development and implementation of Human Resource Plan. Develop and facilitate the implementation of Human Resource Management Policies. Manage the provisioning of Organisational Development Services. Manage the development and maintenance of the Organisational Structure and facilitation of Job Evaluation processes. Coordinate the development and review of business process and standard operating procedures. Manage and facilitate the provisioning of Employee Relations. Facilitate the development of Departmental Labour Relations Policies, Guidelines and Processes. Facilitate Collective Bargaining Processes, Labour Relations, Dispute Resolution processes and implementation of collective agreements. Ensure that all reports are developed and submitted timeously to internal and external stakeholders.

**ENQUIRIES**

Messrs Mathoma Reuben, Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda Tel No: 015 – 298 7000.

**POST 40/313**

**DIRECTOR: RECORDS & AUXILIARY SERVICES REF NO: LPT/93**

Branch: Corporate Governance

**SALARY**

R1 005 063 per annum to be structured according to individual needs (Level 13)

**CENTRE**

Head Office (Polokwane)

**REQUIREMENTS**

An undergraduate qualification (NQF level 7) as recognized by SAQA in Records Management or related field. 5 years’ working experience at a middle / senior managerial level. Valid vehicle driver’s license. Core: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. Results-driven and service-oriented. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge of the Public Finance Management Act (PFMA), Government Immovable Asset Management Act (GIAMA), Municipal Financial Management Act (MFMA), Occupational Health and Safety (OHS), Construction Regulations, National Archives and Records Service of SA Act, Electronic Communications and Transaction Act, Minimum Information Security Standards (MISS), Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act (POPIA) and all other relevant legislation and prescripts.

**DUTIES**

The successful candidate will report to the Chief Director: Information Management and will be required to: Determine what the current recordkeeping and records management situation. Ensure that relevant information is available regarding the recordkeeping and records management practices of the department. Ensure development and
implementation of the records management policies and procedure manuals. Ensure that records management is an objective in the departmental strategy and strategic plan. Ensure that the records management staff understand their responsibilities and acquire the necessary skills to manage records effectively. Ensure that information can be identified and retrieved when required by providing well-structured records classification systems, recordkeeping systems, well-structured messenger services and that all records are kept in safe custody. Ensure the implementation of vital records management programme and disaster recovery plans. Ensure the management of the Human Resource in terms of the National Minimum Information Requirements and the Best Practice Model for Managing and keeping of HR and General Records. Ensure that there is a systematic disposal programme in place and that all audio-visual records are managed according to the requirements of the Provincial Archivist and following good governance practices. Ensure the provision of Auxiliary Services (i.e. housekeeping services, proper maintenance and allocation of office accommodation, provision of office furniture, kitchen appliances and labour saving devices). Ensure the provision and maintenance of telephony services including the management of landlines and cellphones in the department. Co-ordinate and oversee transition of manual records to the Electronic Records Management System. Ensure effective management of resources within the Directorate. Co-ordinate strategies for the implementation of PAIA, PAJA and POPI Act. Manage the current knowledge management practices as well as designing new knowledge distribution policies, preservation of information and encourage use of the new knowledge management practices. Ensure the management of library services through provision of proper library systems, books, journals, articles, media studies, Braille materials, pictures and facilitate the provision of relevant library equipment.

ENQUIRIES
Messrs Mathoma Reuben, Lukheli Packson, Mesdames Kgadima Conny and Moremi Hilda Tel No: 015 – 298 7000.

OTHER POST

POST 40/314
INDEPENDENT EXTERNAL CHAIRPERSON: DEPARTMENTAL RISK COMMITTEE REF NO: LPT/C2018/01
(3 Year Contract)
Component: Enterprise Risk Management

SALARY
Hourly fee rates for consultant (Currently R2037.00 per hour) as determined by the Department of Public Service and Administration. Rates will be adjusted as and when published.

CENTRE
Head Office (Polokwane)

REQUIREMENTS
An undergraduate qualification (NQF Level 7) and postgraduate qualification (NQF level 8) in Risk Management / Auditing / Accounting / Financial Management or Legal. 5-10 years’ working experience at an Executive Management Level. At least 3 years’ experience serving as a Board, Audit or Risk Committee Member. Qualification as CA/MBA/MBL/CIA will be an added advantage. Applicant should not be committed to serving on more than 3 oversight committees. Core: Excellent knowledge of the Risk Management and Corporate Governance, the Public Finance Management Act (PFMA), Treasury Regulations, COSO Model and Public Sector Risk Management Framework. Integrity. Independence. Dedication. Understanding of Public Sector business and control.

DUTIES
The candidate will chair the Department’s Risk Management Committee and provide advice in an oversight role regarding: Monitoring effective implementation of enterprise risk management within the Department. Assisting in reviewing risk management action plans to be instituted and ensuring compliance with such plans. Integrating Risk Management into planning, monitoring and reporting processes. Assisting in reviewing Risk
appetite and tolerance level in the department. Preparing and providing written risk management reports to the Accounting Officer and Audit Committee after each meeting held. Risk maturity model implementation. Successful Candidates will be expected to sign Service Level Agreement / Contract with an Accounting Officer within the period of seven days after appointment.

ENQUIRIES: should be directed to Mr. Pieter Koekemoer and Ms Nomsa Mngadi @ (015) – 298 7000.

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

APPLICATIONS: Applications quoting the relevant reference number, should be forwarded as follows: Head of Department of Public Works, Roads and Infrastructure Private Bag X9490 Polokwane 0700 or hand delivered at Works Towers Building, No. 43 Church Street, Polokwane, 0699

CLOSING DATE: 19 October 2018 @ 16h00

NOTE: Applications should be submitted on the Z83 forms, obtainable from any Public Service Department or on the internet at www.gov.za/documents and should be accompanied by a comprehensive Curriculum Vitae, certified copies of qualifications, Identity Document. Certification of documents should not be older than 3 months from the closing date of the applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If you have not been contacted within 90 days 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, credit record checks, qualification verification and employment verification).

OTHER POST

POST 40/315: DATA CAPTURERS REF NO: S4/2/04/2018/01 (X10 POSTS)

(Two-year contract)
Directorate: Expanded Public Works Programme
This is a re-advertisement and those who applied before need not re-apply.

SALARY: R163 563 (Level 05)
CENTRE: Head Office, Polokwane
REQUIREMENTS: NQF Level 4 Certificate plus computer literacy. Good interpersonal relations. Ability to work under pressure. Driver’s license will be an added advantage.
DUTIES: The incumbent will be responsible for EPWP raw data collection, cleaning and capturing. Generate system reports when required. Maintain accurate data. Ensure confidentiality on all collected and stored data.
ENQUIRIES: Magdeline Mokonyane at 015 284 7353 or Mr. Mathume Mabilo at 015 284 7607 or Mr. Billy Seleka at 015 284 7663.
ANNEXURE T

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS: Applications quoting the relevant reference must be forwarded to: Head: Economic Development and Tourism, Private Bag X11215, Mbombela, 1200 or hand deliver at: No.7 Government Boulevard, Building 4, First Floor, Riverside Government Complex, Mbombela, Mpumalanga.

CLOSING DATE: 19 October 2018

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies of all qualification(s) and ID document. The certification should not be older that three months. Application received after the closing date will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA), failure which your application will not be considered. The authenticity of all qualifications will be verified. Recommended candidates will be subjected to security screening and competency assessments in terms of the DPSA competency Framework. Correspondence will be limited to short-listed candidates only. The successful candidate will be appointed on a probation period of twelve (12) months. If you have not been contacted within three months of the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 40/316: CHIEF FINANCIAL OFFICER
REF NO: DEDT 1/2018

SALARY: R1 189 338 per annum (All-inclusive remuneration package)

CENTRE: Head Office, Mbombela

REQUIREMENTS: A relevant degree in Finance and Accounting or equivalent qualification at NQF level 7. Extensive relevant experience at senior management level with 6-8 years of extensive experience in the field of finance. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) as well as other relevant prescripts within the public sector. Knowledge of Government budget processes. Experience in programme and project management. Competencies: Knowledge of financial management, contract management, supply chain management and budgeting principles. Must have excellent written and verbal communication skills, strategic capability and leadership, programme and project management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, honesty and integrity, and time management skills. Must have business acumen, be customer-focused and the ability to build high performance teams in financial services, supply chain, risk, internal audit and asset management environments.

DUTIES: The successful candidate will oversee effective integrated financial services and supply chain management systems within the Department in accordance with the Public Finance Management Act (PFMA), Treasury Regulations and other Finance related prescripts. Knowledge of the Medium Term Expenditure Framework (MTEF). Provide strategic support and guidance to the Accounting Officer and Programme Managers. Develop, implement and monitor financial services and procurement related policies and procedures. Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in line with PFMA and Treasury Regulations in order to ensure compliance and promote sound financial management. Oversee and lead the budgeting process in compliance with National Treasury...
guidelines and to monitor the utilisation of budgets within the Department. Overseen and lead the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets. Knowledge of State Owned Enterprises’ Governance. Overseen and lead the provision of an effective and efficient supply chain management service within the Department. Manage the resources within the Finance Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Economic Development and Tourism, Mpumalanga.

ENQUIRIES
Mr Vusumuzi Hlatshwayo Tel No: 013 766 4164

DEPARTMENT OF HEALTH

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

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

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

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

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

OTHER POSTS

POST 40/317
CLINICAL MANAGER (MEDICAL) GR1 REF NO: MPDOH/OCT/18/01 (X2 POSTS)

SALARY
R1 115 874 per annum OSD (all-inclusive salary package)

CENTRE
Witbank TB Specialized Hospital; Elsie Ballot Hospital

REQUIREMENTS
Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Postgraduate medical qualification will be an added advantage. A minimum of 3 years appropriate experience after registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). A valid work permit will be required from non-South Africans. Sound clinical knowledge of and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.

DUTIES
Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital.
Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. NB: Any previous experience must be covered by the attachment of certified certificate of services.

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

POST 40/318: MEDICAL OFFICER GR3 REF NO: MPDOH/OCT/18/02 (X2 POSTS)

SALARY: R1 035 831 per annum (OSD Requirements) and Rural Allowance

CENTRE: Elsie Ballot Hospital; Mmamethaka Hospital

REQUIREMENTS: MBCHB degree with a recognized University. Current registration with the HPCSA as a Medical Practitioner. At least 10 years or more experience after registration as Medical Practitioner (Independent Practice) and Foreign Qualified employees-Minimum of 11 years of experience will be required after registration as Medical Officer – Independent Practice. Sound knowledge of Medical ethics. Additional experience in the relevant discipline will serve as a recommendation.


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

POST 40/319: CHIEF EXECUTIVE OFFICER REF NO: MPDOH/OCT/18/34

SALARY: R826 053 per annum (Level 12) an all inclusive 70/30 split SMS package that must be structured according to the MMS dispensation.

CENTRE: Mmamethaka Hospital (Nkangala District)

REQUIREMENTS: Appropriate recognized Bachelor’s Degree or NQF Level 7 qualification as recognised by SAQA. A degree/advanced diploma in a health related field, registration with relevant Professional Council Plus a Degree/diploma in health management. At least 5 (Five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s license (Code 08). Proof of current work experience endorsed and stamp by HR must be attached. Recommendations: A degree/diploma in a management field will be an added advantage. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through
collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

ENQUIRIES
NOTE:
The shortlisted candidates will need to undergo a competency assessment. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

POST 40/320
DEPUTY MANAGER: NURSING (LEVEL 1 & 2 HOSPITAL) (PNA8)
REF NO: MPDOH/OCT/18/03
(Replacement)

SALARY:
R801 918 per annum OSD all inclusive salary package)

CENTRE:
Witbank TB Specialized Hospital

REQUIREMENTS:
Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 4 years of the period referred to above must be appropriate / recognizable experience in management. Proof of current registration with the SANC as a Professional Nurse. Must be computer literate and able to work with MS Office packages including email. Valid driver’s licence. NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.

DUTIES:
Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the hospital. Work effectively and amicably at management level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues including report writing. Ability to direct a multidisciplinary team so as to ensure good nursing care. Development and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Manage human and financial resources.

ENQUIRIES:
Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
POST 40/321 : MEDICAL OFFICER GR1 REF NO: MPDOH/OCT/18/04 (X4 POSTS) (Replacement)

SALARY : R780 612 per annum [OSD requirements depending on years of experience]

CENTRE : Rob Ferreira Hospital (X3 Posts)

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


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

POST 40/322 : MEDICAL OFFICER GR 1 REF NO: MPDOH/OCT/18/05 (X2 POSTS) (Replacement)

SALARY : R780 612 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance.

CENTRE : Impungwe Hospital

REQUIREMENTS : MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.

DUTIES : Rendering of actual, patient-related services which includes: Assessment of patients, management of patients, which includes admissions and discharging. Supervision and teaching of juniors. Conducting operations: a) elective cases on amputations, Appendectomy, Explorectomy, Herniorrhaphy, Lumpectomy (b) Acute Abdomen: Perforated Ulcer; Management of trauma patients: Chest trauma and blunt abdominal trauma. Receiving referrals from Level 1 Hospitals.

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

POST 40/323 : ASSISTANT MANAGER NURSING (SPECIALTY) (OBSTETRICS AND GYNAECOLOGY) REF NO: MPDOH/OCT/18/08

SALARY : R581 826 per annum (OSD requirements)

CENTRE : Mapulaneng Hospital

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice 212 in advanced midwifery. A minimum of 10 years appropriate/reconisisable experience after registration as a general nurse, of which 6
years should be appropriate/recognisable experience in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level.

DUTIES: To supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Manage activities of the area according to National and Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

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

POST 40/324: ASSISTANT MANAGER NURSING: SPECIALTY UNIT (PN-B4) (ORTHOPAEDIC WARD, NEUROSURGICAL WARD, INFECTION PREVENTION AND CONTROL AND QUALITY ASSURANCE) REF NO: MPDOH/OCT/18/09

Re-advertisement

SALARY: R581 826 per annum

CENTRE: Rob Ferreira Hospital

REQUIREMENTS: A basic qualification accredited with SANC in terms of Government Notice R425 (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional. Post basic nursing qualification in Orthopedic Nursing will be a strong recommendation. Minimum of 10 years appropriate/recognizable experience after registration with SANC as a Professional Nurse at least 6 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. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

DUTIES: Provide strategic leadership to improve operational efficiency within the units. Manage and utilize resources in accordance with relevant directives and legislation (Human, Financial and material resources) within the units in line with the PFMA. Provide professional technical and management support for the provision of quality patient care through proper management of nursing programs. Provide guidance and leadership towards the realization of strategic goals and objectives of the institution as well as the priorities of the National and Provincial Department of Health. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Monitor and conduct performance appraisals to personnel in the units. Relieve other Matrons from their duties when not available. Help specialists in streamlining orthopedics patients referred Handle hospital bed booking book at due times.

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

POST 40/325: ASSISTANT MANAGER (SPECIALTY) OPD, CASUALTY, ICU REF NO: MPDOH/OCT/18/10

SALARY: R581 826 per annum (OSD depending on years of experience)

CENTRE: Mapulaneng Hospital

REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice 212 in trauma and emergency. A minimum of 10 years appropriate/recognisable experience after registration as a general nurse, of which 6 years should be appropriate/recognisable experience in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level.
**DUTIES**: To supervise and coordinate the provision of an effective and efficient Patient care through adequate nursing care. Manage activities of the area according to National and Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

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

**POST 40/326**: AREA MANAGER NURSING – PNB 4 (SPECIALTY) (AREA) ADVANCED MIDWIFERY & NEONATOLOGY REF NO: MPDOH/OCT/18/34

**SALARY**: R581 826 per annum (OSD requirements)

**CENTRE**: Witbank Hospital

**REQUIREMENTS**: Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice 212. A minimum of 10 years appropriate/ recognisable experience after registration as a general nurse, of which 6 years should be appropriate/ recognisable experience in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Ability to manage Maternity & Neonatology. Patients, computer nursing education qualification and driver’s license. Attach copies of service certificate for previous experience.

**DUTIES**: Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. 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 practice and nursing standards as determined by the hospital, ensure the implementation of the Patients’ Rights Charter as well as Batho Pele Principles. Work effectively and amiably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious groups.

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

**POST 40/327**: OPERATIONAL MANAGER: ADVANCED PSYCHIATRIC NURSING (SPECIALTY) PN-B3 REF NO: MPDOH/OCT/18/35 (Replacement)

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

**CENTRE**: Witbank Hospital

**REQUIREMENTS**: Basic R425 qualification (Diploma / degree in General nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Ability to manage Mental Health Care Users. Computer literacy and have excellent supervisory skills and perform routine task. Nursing Administration, Nursing Education qualifications and Drivers’ license. Attach copies of your certificate for previous experience.

**DUTIES**: Provide a comprehensive health care service in the health unit to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personnel 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 complex report writing when required.

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

POST 40/328 : OPERATIONAL MANAGER (PN-B3) SPECIALTY: PAEDIATRIC NURSING SCIENCE REF NO: MPDOH/OCT/18/36 (Replacement)

SALARY : R532 449 per annum plus benefits
CENTRE : Witbank Hospital
REQUIREMENTS : Basic R425 qualification (Diploma / degree in General nursing or equivalent qualification that allows registration with SANC as a Professional nurse. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the Paediatric Nursing Science. Ability to manage children. Computer literacy and have excellent supervisory skills and perform routine task. Nursing Administration, Nursing Education qualifications and Drivers’ license. Attach copies of your certificate for previous experience.

DUTIES : Provide a comprehensive health care service in the health unit to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personnel 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 complex report writing when required.

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

POST 40/329 : OPERATIONAL MANAGER (PN-B3) SPECIALTY – NEONATAL ICU REF NO: MPDOH/OCT/18/37 (Replacement)

SALARY : R532 449 per annum plus benefits
CENTRE : Witbank Hospital
REQUIREMENTS : Basic R425 qualification (Diploma / degree in nursing or equivalent qualification that allows registration with SANC as a Professional nurse. Plus a post-basic R212 qualification in Neonatology, Critical Care. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a Professional Nurse with SANC after registration as a Professional Nurse of which 3 years must be at management level. Experience in Nursing ventilated, critically ill neonates. Good interpersonal relations.

DUTIES : Provide a comprehensive health care service in the health unit to ensure that nursing care is rendered in accordance with the laws and regulations. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Ensure the implementation of patient’s Rights Charter and Batho Pele Principles. Educate staff and patients.

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

POST 40/330 : ASSISTANT MANAGER: NURSING: AREA (PN-A7) GENERAL WARDS REF NO: MPDOH/OCT/18/06

SALARY : R532 449 – 617 253 per annum plus Rural Allowance 8% of Basic salary
CENTRE : Embuleni Hospital (Replacement)
REQUIREMENTS : Minimum of 7 - 10 years appropriate/recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Current registration with the South African Nursing Council (SANC). Computer literacy will be an added advantage. Submission of certified documents. (Certificates & ID).

DUTIES : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. 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 relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

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

POST 40/331 : OPERATIONAL MANAGER NURSING: OPERATING THEATRE (SPECIALTY) PN-B3 REF NO: MPDOH/OCT/18/07 (Replacement)

SALARY : R532 449 per annum plus benefits
CENTRE : Embhuleni Hospital
REQUIREMENTS : Registration with S.AN.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES : Supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

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

POST 40/332 : OPERATIONAL MANAGER (SPECIALTY- ICU) REF NO: MPDOH/OCT/18/11

SALARY : R532 449 per annum (OSD depending on years of experience).
CENTRE : Mapulaneng Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a
duration of at least 1 year accredited with SANC in terms of Government Notice 212 in Critical care. A minimum of 9 years appropriate/recongnizable experience after registration as a general nurse, of which 5 years should be appropriate/recongnizable experience in the relevant specialty.

**DUTIES**
To supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Manage activities of the unit according to National and Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

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

**POST 40/333**
OPERATIONAL MANAGER - ORTHOPAEDICS (SPECIALTY) REF NO: MPDOH/OCT/18/12

**SALARY**
R532 449 per annum (OSD depending on years of experience)

**CENTRE**
Mapulaneng Hospital

**REQUIREMENTS**
Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice 212 in Orthopaedic care. A minimum of 9 years appropriate/recongnizable experience after registration as a general nurse, of which 5 years should be appropriate/recongnizable experience in the relevant specialty. Current registration with SANC.

**DUTIES**
To supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Manage activities of the unit according to National and Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

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

**POST 40/334**
CHIEF PHYSIOTHERAPIST GRADE 1 REF NO: MPDOH/OCT/18/16
(Replacement)

**SALARY**
R440 982 per annum (OSD Requirements depending on years of experience).

**CENTRE**
Rob Ferreira Hospital

**REQUIREMENTS**
BSc Physiotherapy or appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with the HPCSA in the relevant profession as an independent practice. A minimum of 3 years appropriate experience as a Physiotherapist after registration with the HPCSA as a Physiotherapist independent practice. Inherent requirement of the job: Willingness to work overtime/weekends. Competencies (knowledge/skills): Specialist clinical physiotherapeutic knowledge and skills in various conditions of critical patients (Neurosurgery, Orthopedic, ICU etc.). Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Knowledge of Financial and Human Resource Management. Good problem-solving, conflict resolution, interpersonal, organizational and communicational skills. Computer literacy.

**DUTIES**
Ensure that the Physiotherapy service supports. The clinical disciplines within Rob Ferreira Hospital with specific focus on the Burden of disease of the geographical area. Effective clinical governance and Quality assurance of the Physiotherapy Department. Train junior staff and Students. Effective and efficient operational management of the
Physiotherapy Department, including HRM, finances and asset management where applicable. Outreach services in the Sub-structure.

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

POST 40/335: CHIEF DIAGNOSTIC RADIOGRAPHER GR 1 REF NO: MPDOH/OCT/18/33

SALARY: R440 982 per annum (OSD benefits depending on the years of experience)

CENTRE: Barberton Hospital

REQUIREMENTS: A three year degree/diploma in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate experience in Diagnostic Radiographer after registering with HPCSA.

DUTIES: Provide a 24 hours quality radiographic service. Supervise subordinates and other support personnel in the department. Compliance with Radiation Control legislation. Ensure the implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with the National patients Right Character and professional ethics. Promote Batho Pele in execution of all tasks for effective service delivery. Participate in continuous Professional Development as required by HPCSA. Knowledge of National Core standards and Six Key priorities.

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

POST 40/336: OPERATIONAL MANAGER (MALE MEDICAL (GENERAL) REF NO: MPDOH/OCT/18/13

SALARY: R420 318 per annum (OSD depending on years of experience).

CENTRE: Mapulaneng Hospital

REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice R425. Diploma or Degree in nursing that follows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience after registration as a general nurse.

DUTIES: To supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Manage activities of the unit according to National and Provincial guidelines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

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

POST 40/337: OPERATIONAL MANAGER NURSING (FEMALE MEDICAL WARD) REF NO: MPDOH/OCT/18/14 (Replacement)

SALARY: R420 318 per annum (OSD Requirements depending on years of experience).

CENTRE: Embuleni Hospital

REQUIREMENTS: Registration with S.AN.C as a Professional nurse. Diploma/degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Trauma and Emergency nursing with a duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 9 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty, Knowledge and skills Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.
DUTIES: Supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Manage the activities of the Casualty unit according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and practices. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

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

POST 40/338: CO-ORDINATOR CLINICAL PROGRAMME PN-A5 (INFECTION CONTROL & PREVENTION) REF NO: MPDOH/OCT/18/15 (Replacement)

SALARY: R420 318 per annum (OSD Requirements depending on years of experience).

CENTRE: Tonga Hospital

REQUIREMENTS: An appropriate Bachelor degree in Health Related field or equivalent qualifications plus appropriate competencies in quality assurance. A qualification in total quality management will be an advantage, three years’ experience in quality management activities. Computer literacy, and understanding of quality assurance policy, good interpersonal skills, ability to plan organized, presentation skills, conflict management skills, people management.

DUTIES: Coordinate quality improvement programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to quality management, facilitate development of service delivery, plans for the institution, conduct time flow studies, conduct clients satisfaction survey, quality improvement projects.

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

POST 40/339: PROFESSIONAL NURSE (PNB1) SPECIALTY (THEATRE) REF NO: MPDOH/OCT/18/38 (Replacement)

SALARY: R362 559 per annum (OSD Requirements depending on years of experience).

CENTRE: Witbank Hospital

REQUIREMENTS: Grade 12 certificate. 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, accredited with the SANC in terms of Government Notice R212 in Operating Theatre. A minimum of 4 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in Operating Theatre. Experience in Theatre Nursing. Good interpersonal relations.

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

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

POST 40/340: PROFESSIONAL NURSE (PNB1) SPECIALTY (ADVANCED MIDWIFERY & NEONATOLOGY) REF NO: MPDOH/OCT/18/39 (Replacement)

SALARY: R362 559 per annum (OSD Requirements depending on years of experience).
CENTRE : Witbank 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, accredited with the SANC in terms of Government Notice R212 in Advanced Midwifery. A minimum of 4 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience in Maternity patients. Good interpersonal relations.

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

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

POST 40/341 : PROFESSIONAL NURSE (PNB1) SPECIALTY (CRITICAL CARE NURSING) REF NO: MPDOH/OCT/18/40 (Replacement)

SALARY : R362 559 per annum (OSD Requirements depending on years of experience).

CENTRE : Amajuba Memorial Hospital

REQUIREMENTS : Basic R425 qualification accredited with SANC in terms of Government Notice (Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse plus a post basic R212 qualification in Medical and Surgical Nursing Science: Operating Theatre with a duration of at least 1 year experience. A minimum of 4 years appropriate/ recognisable experience after registration with SANC as a Professional Nurse and experience in Theatre Nursing after registration with SANC in one of the R212 Specialties. Good interpersonal relations.

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

ENQUIRIES : Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
**POST 40/343**: PROFESSIONAL NURSE - PN B1 REF NO: MPDOH/OCT/18/23 (X3 POSTS) (Replacement)

**SALARY**: R362 559 per annum (OSD requirements) plus 8% Rural Allowance

**CENTRE**: Waterval CHC, Lebohang CHC, Derby / Rustplaas Clinic

**REQUIREMENTS**: Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows for registration with the SANC as a professional Nurse plus a post-basic nursing qualification with a duration of at least one(1) year, accredited with SANC in terms of Government Notice No.R212 in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse. Nine (9) years appropriate or recognizable experience in nursing after registration as a Professional Nurse in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience after post-basic qualification in the relevant specialty. Good leadership and management abilities.

**DUTIES**: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery at CHC.

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

**POST 40/344**: ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/OCT/18/17 (Replacement)

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

**CENTRE**: Bernice Samuel Hospital

**REQUIREMENTS**: Bachelor’s Degree in Finance Management or Accounting or Diploma in Finance Management. Five (5) years’ experience in Finance Management. Good Knowledge and skills in BAS, Logis, Treasury regulations, PFMA credit and debt management, numeracy, financial administration. Good Knowledge of Public Service Regulations, Risk Management and PFMA. Excellent written and verbal communication. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. Knowledge .valid driver’s licence.

**DUTIES**: Manage finance, revenue and bookkeeping, payments, internal control and systems, debts management. Advance and assist the hospital operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasure Regulations. Ensure compliance with the best practice accounting norms and standards. Manage monitor and implement financial systems and accounts and control. Provide accurate information in preparation of financial statements. Facilitate internal and external audits. Manage financial management quality control services. Establish and maintain effective, efficient and transparent system and internal control.

**ENQUIRIES**: Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
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<th>POST 40/345</th>
<th>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPDOH/OCT/18/19</th>
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**SALARY**
- R356 289 per annum (Level 09) plus benefits

**CENTRE**
- Rob Ferreira Hospital

**REQUIREMENTS**
- Degree or Diploma in Administration plus 5 years relevant experience.
- Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care.
- Willing to work under pressure. Be prepared to work on shifts. Knowledge of Departmental policies, prescriptions and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution.
- Organizing skills, creativity, job information, planning, decision making, supervision and control. Budgeting and reporting.

**DUTIES**
- Management of Logistical Services. Ensuring its and procedures will be an added that Public private party service calls are logged responded to and analysed in line with the Public Private Party (PPP) Agreement. Manage the capturing of service calls and monitor data capturing task for logged calls. Manage office space and accommodation requirements.
- Oversee Auxiliary Services (cleaning, hygiene, pest control, waste management, gardens and grounds, etc.) for offices occupied by Drug Efficiently Administration. Manage document Reproduction. Switchboard Services, Telecommunication services, Service Contracts and Food aid Services.

**ENQUIRIES**
- Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

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<th>POST 40/346</th>
<th>RADIOGRAPHER GRADE 1 REF NO: MPDOH/OCT/18/20</th>
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**SALARY**
- R300 828 per annum (Depending on the years of experience plus benefits)

**CENTRE**
- Witbank Hospital

**REQUIREMENTS**
- National Diploma/Degree in Diagnostic Radiography. Completion of Community Service. Registration with HPCSA as Diagnostic Radiographer PLUS proof of payment for the period April 2018 – March 2019 (HPCSA card or receipt). Registration certificate plus HPCSA card or receipt. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24 hour service). Sound knowledge of diagnostic radiography procedures and equipment including CT 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.

**DUTIES**
- Carry out radiographic procedures in accordance with the department’s policies and procedures. Maintain radiographic practices of the highest quality. Provide advice and guidance to Community Service and student radiographers. Maintain and utilize all diagnostic equipment and facilities in a safe and effective manner. Monitor and critically evaluate own performance. Adherence to Batho Pele principles. Supervision of shift on weekend and night duties. Participate in Quality Assurance and Quality improvement programs, in-service training and National Care Standards. Ensure safe health rules and regulations are adhered. Control budget of the section, control and maintain assets of the section.

**ENQUIRIES**
- Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

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<th>POST 40/347</th>
<th>ENVIRONMENTAL HEALTH PRACTITIONER GR1 REF NO: MPDOH/OCT/18/26</th>
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**SALARY**
- R300 828 per annum (OSD Requirements depending on years of experience).
CENTRE: Bethal Hospital

REQUIREMENTS: A Bachelor's Degree is a minimum requirement for entry-level and some skilled environmental health jobs. The most relevant major varies with the specific environmental focus of a job. A degree in environmental health would be the most practical option for positions involving inspection and regulation of environmental policy, though biology, chemistry or geological studies could also be suitable.

DUTIES: They are responsible for investigating incidents that affect health such as pollution, accidents at work, noise control, toxic contamination, pest infestations, food poisoning and waste management. Their remit includes advisory work, education and law enforcement. A large amount of time is spent away from the office visiting properties such as farms, shops, food outlets, private/public accommodation, commercial premises, manufacturers and industrial organizations. In addition to inspections, responsibilities include, compiling reports, providing training courses, gathering samples to be tested, investigating complaints, serving legal notices, providing evidence in court, liaising with other organizations.

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

POST 40/348: DIAGNOSTIC RADIOGRAPHER GR1 REF NO: MPDOH/OCT/18/22 (Replacement)

SALARY: R300 823 per annum OSD (Depending on the years of experience plus benefits)

CENTRE: Rob Ferreira Hospital

REQUIREMENTS: National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the 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 Practice). Certificates of service to be attached as proof of experience. Knowledge, skills and experience: Sound knowledge of diagnostic radiography procedures and equipment including CT 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. SA Qualified employees - No experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees - 1 year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Driver’s License.

DUTIES: Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, in-service training and National Core Standards. Ensure safety health rules and regulations are adhered to.

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

POST 40/349: CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION REF NO: MPDOH/OCT/18/27

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

CENTRE: Matikwana Hospital

REQUIREMENTS: Grade 12 Certificate plus 03 years’ experience or Diploma/ Degree in Administration. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS,
Billing system and UPFS user guide / procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24 hour shift environment and be part of the hospitals multi-disciplinary committees. A valid driver licence Code B will serve as an added advantage.

**DUTIES**
Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk, Control overtime, stand-by and Sunday/public.

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

**POST 40/350**
SENIOR ADMINISTRATIVE OFFICER: PATIENT ADMIN REF NO: MPDOH/OCT/18/28 (Replacement)

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

**CENTRE**
Lydenburg Hospital

**REQUIREMENTS**
Diploma in Administration or equivalent qualification with 3 years relevant experience or grade 12 coupled with 5 years’ experience in patient administration. Ability to interpret and implement policies. Sound knowledge L.R.A, P.S.A, PFMA, Procurement and other applicable regulations. Good verbal and written skills, logical and innovative thinking abilities, organizational skills and ability to work under pressure, Extensive knowledge and experience of PAAB or relevant patient’s administration and filing system. Computer literate.

**DUTIES**

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

**POST 40/351**
CHIEF PERSONNEL OFFICER REF NO: MPDOH/OCT/18/32 (X2 POSTS)

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

**CENTRE**
Amajuba Memorial Hospital and Tonga Hospital

**REQUIREMENTS**
Grade 12 certificate plus ten 10 years experience in HR or Degree or Diploma in Public Administration / Management plus 5 years experience in HR. Certificate in Persal training will be an added advatage. Extensive knowledge of recruitment and selection, service condition and other human resource related duties. Knowledge and understanding of Government prescripts. Good communication and presentation skills. Extensive knowledge of PERSAL. Report writing skill and ability to interact with people at all levels. Valid drive’s licence.

**DUTIES**
To render Human Resource Administration services. Facilitate and coordinate Performance Management services. Manage and maintain HR management, policies and procedures. Implement recruitment and selection processes. Implement placement and facilitate induction processes. Ensure correct implementation of human resource management practice. Prepare monthly, quarterly and annual reports, revise leave records. Revise persal transaction including the following: condition of benefits and service benefits (leave, PILIR, IOD, termination
of service, long service recognition, housing, medical, relocation, pension benefits, leave gratuities, etc.

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

POST 40/352 : TRANSPORT OFFICER: FLEET MANAGEMENT REF NO: MPDOH/OCT/18/25
(Replacement)

SALARY : R242 475 per annum (Level 07) plus benefits
CENTRE : Witbank TB Specialized Hospital
REQUIREMENTS : An appropriate Degree / Diploma or equivalent qualification or Grade 12 plus three (3) years’ experience in Government Vehicle or Fleet Management. Computer literate and valid driver’s license. Knowledge of the Departmental policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills.

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

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

POST 40/353 : ADMINISTRATIVE OFFICER (HPV GRANT) REF NO: MPDOH/OCT/18/30
Re-advertisement

SALARY : R242 475 per annum (Level 07) plus benefits
CENTRE : Provincial Office, Nelspruit
REQUIREMENTS : A basic qualification (diploma/ degree in Accounting or, Commerce or Statistics or an equivalent qualification. No experience needed. Advanced computer literacy. Presentation and data analysis skills. Good communication skills. Ability to work under pressure. To have a valid driver's license.

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

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

POST 40/354 : HEALTH INFORMATION OFFICER REF NO: MPDOH/OCT/18/31

SALARY : R242 475 per annum (Level 07) plus benefits
CENTRE : Bernice Samuel Hospital
REQUIREMENTS : Grade 12 plus a minimum of 5 years’ experience working with DHIS or Degree/ Diploma in Statistic or Information Management. Advanced computer literacy. Presentation and data analysis skills. Advanced computer literacy. Presentation and data analysis skills. Good communication skills. Extensive knowledge in Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advance knowledge in management of registers and all relevant source documents. Knowledge of data quality
assessment tools and methods. Skills in data consolidation, verification and validation process. Valid driver’s license.

**DUTIES**

Conduct database management of DHIS and other relevant systems. Conduct sub-district data submission meetings. Consolidate sub-district data from all sources/system and data submission to the next level. Support DHIS version updates and workshops relating to new versions. Support implementation of National and Provincial Health Information.

**ENQUIRIES**

Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/355**

**STAFF NURSE GR I: SN1 REF NO: MPDOH/OCT/18/29 (X3 POSTS)**
(Replacement)

**SALARY**

R161,376 per annum (OSD requirements)

**CENTRE**

Rob Ferreira Hospital

**REQUIREMENTS**

Registration as an Enrolled Nurse with SANC. Communication skills. Basic knowledge of laws that govern the profession. Basic nursing skills.

**DUTIES**

Render comprehensive care in the clinic according to scope of practice. Participate in quality improvement programme. Execute the nursing process initiated by the Professional Nurse. Provide support to Professional Nurse in providing quality patient care. Adhere to principles of Batho Pele, Patients’ Rights charter and policies within the statutory laws governing the nursing profession. Work within a team to ensure good Nursing care, work effectively, cooperatively and amicably with persons of diverse cultures, intellectuals, racial and religious backgrounds. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs. Communicate effectively with patients, supervisors and other clinicians.

**ENQUIRIES**

Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 40/356**

**DENTAL CHAIR ASSISTANT GR1 REF NO: MPDOH/OCT/18/24 (X4 POSTS)**

**SALARY**

R158,595 per annum (OSD Requirements depending on years of experience).

**CENTRE**

Dr JS Moroka Sub-District (X1 Post)  
Embhuleni Hospital (X2 Posts)  
Matibidi Hospital, Rob Ferreira Hospital (X1 Post)

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
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 40/357

MEDICAL OFFICER GRADE 1 TO 3 (6/8TH POST) (RADIATION ONCOLOGY)

(2 Year Contract Post)

SALARY

Grade 1: R585 459 per annum
Grade 2: R669 414 per annum
Grade 3: R776 874 per annum

(A portion of the package can be structured according to the individual’s personal needs).

CENTRE

Tygerberg Hospital, Parow Valley

REQUIREMENTS

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid driver’s licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Previous experience in Oncology. An interest in academic development preferably proven by previous academic activities.

DUTIES

Service delivery will be in the Division of Radiation Oncology at Tygerberg Hospital. The clinical service include in and outpatient management of cancer patients as per job description. There are no overtime commitments.

ENQUIRIES

Prof H Simonds, Tel No: (021) 938-5992

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. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with
the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status)."

CLOSING DATE : 19 October 2018

POST 40/358 : SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT
Chief Directorate: Rural Health Services

SALARY : R299 709 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in the procurement of goods and services and warehouse management in a health care environment. Extensive supervisory experience in a Supply Chain Management environment. Inherent requirement of the job: Valid (Code B/EB) drivers’ licence. Competencies (knowledge/skills): Extensive knowledge and practical experience in LOGIS/SYSPRO and Integrated Procurement Solutions (IPS). Computer literacy in MS Word, Excel and Outlook. Good organisational, managerial and leadership skills. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), as well as Accounting Officer System. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Ensure effective and efficient procurement and contract management for the institution (provisioning and logistics). Inventory control and warehouse management. Responsible for Asset Management processes. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on IPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Manage all relevant Human Resource functions in the component, including leave and performance management and staff development.

ENQUIRIES : Ms S Janki, Tel No: (044) 802-4365
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George 6530.
FOR ATTENTION : Mr BH Cassim
NOTE : Shortlisted candidates will be subjected to competency test. No payment of any kind is required when applying for this post. CV’s should address experience and knowledge extensively with regard to duties above.

CLOSING DATE : 19 October 2018

POST 40/359 : ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)
West Coast District

SALARY : Grade A: R179 523 per annum
           Grade B: R211 464 per annum
           Grade C: R246 870 per annum
CENTRE : Matzikama and Cederberg PHC Support and Outreach
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Electrical. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code E/EB) driver’s licence and willingness to travel long distances.
Physically fit to perform duties. Willingness to work irregular hours (i.e. day, night, overtime, after hours, stand-by duties and weekends) and attend to emergencies when required. Valid Wireman’s licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding exercises and do/service repairs down to component level and competent with hands-on practical work experience. Ability to write and draw specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in Ms Word and Excel, Email and internet use. Appropriate experience in the Electrical field, refrigerator systems and oxygen bank.

DUTIES: Day to day planning and management of job cards for the workshop including: workload management, tracking and logging of jobs (in a register), planning and procurement of materials and equipment and quality control of completed works. Responsible for the maintenance of health facilities and clinics, contract management, People Management and Financial Management that falls under the management and control of Matzikama and Cederberg Sub-district. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Liaise with the relevant Hospital Workshop and also the directorate Hospital Maintenance and Engineering Services, as well as Technical and Engineering Workshop, and assist with the execution of projects by the aforementioned workshops. Assist with mechanical, electrical and carpentry requirements (jobs, tasks, faults) as required and, assist with the compilation of minor specifications and project management of outsourced contracts/jobs.

ENQUIRIES: Mr M Julius, Tel No: (027) 213-2039
APPLICATIONS: The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
FOR ATTENTION: Ms ME Tangayi
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 26 October 2018
POST 40/360: ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)
Chief Directorate: Rural Health Services

SALARY: Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum
CENTRE: Paarl Hospital

DUTIES: Check, maintain, install and repair electrical, air conditioner and mechanical installations and equipment. Check and reset fire alarms.
Manage and supervise work schedule for the division and assist in
supervising and training of staff. Manage and assist with the execution of
maintenance projects/repairs within the health facility. Exercise control
over tools and materials. Learn, comply and become knowledgeable with
in-house systems and procedures.

ENQUIRIES : Mr GR Abrahams, Tel No: (021) 860-2797
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3021, Paarl 7620.

FOR ATTENTION : Mr RM Petersen
NOTE : Shortlisted candidates may be subjected to a competency test. No
payment of any kind is required when applying for this post.

CLOSING DATE : 26 October 2018

POST 40/361 : ADMINISTRATION CLERK: ADMISSIONS
West Coast District

SALARY : R163 563 per annum
CENTRE : Lutzville Community Clinic
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience in reception, record management
and electronic patient registration system. Inherent requirement of the
job: Willingness to rotate within reception and Information management.
Competencies (knowledge/skills): Computer literacy (MS Word and
Excel). Good verbal and written communication skills in at least two of the
three official languages of the Western Cape.

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

DUTIES : Handle and maintain a sound patient record keeping system. Archive and
dispose of all patient records according to prescripts. Maintain a good and
accurate filing system of all patient records. Capture and record-keeping
of all patient data and clinical notes for monitoring and evaluation
purposes. Coordinate all administrative duties within the Clinic. Provide
effective support to supervisor and colleagues and effective utilisation of
resources.

ENQUIRIES : Sr SL Saul, Tel No: (027) 217-1671
APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21,
Vredendal, 8160.

FOR ATTENTION : Ms ME Tangayi
CLOSING DATE : 26 October 2018

POST 40/362 : LABORATORY ASSISTANT
Chief Directorate: Emergency and Clinical Support Services

SALARY : R136 800 per annum
CENTRE : Oral Health Centres, Tygerberg and Mitchells Plain
REQUIREMENTS : Minimum educational qualification: General Education and Training
Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience
in a Dental Laboratory in all aspects of Dental Laboratory assisting.
Competencies (knowledge/skills): Good interpersonal skills. Ability to
work as a team member. Aptitude to train on the job. Ability to maintain
equipment. Ability to communicate in at least two of the three official
languages of the Western Cape.

DUTIES : Invest and pack dentures. Pour and trim models. Articulate working
models. Assist Dental Technologists in handling materials, equipment
and errands pertaining to their scope of practice. Basic maintenance of
Laboratory equipment. Keep proper statistics of work done in input and
output registers.

ENQUIRIES : Mr D Taft, Tel No: (021) 937-3068
APPLICATIONS : The Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg,
7505.

FOR ATTENTION : Ms N Jooste
NOTE: Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

CLOSING DATE: 26 October 2018

POST 40/363: CLEANER
West Coast District

SALARY: R96 549 per annum
CENTRE: Lapa Munnik Hospital
REQUIREMENTS:
Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES:
Render effective, efficient and safe hygiene and domestic services in Nursing Component. Render support services to Household supervisor. Contribute to effective management of domestic responsibilities. Contribute to effective utilisation and functioning of apparatus and equipment. Adhere to loyal service ethics.

ENQUIRIES: Ms M Adonis, Tel No: (022) 931-2140
APPLICATIONS: The Director: West Coast District office, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION: Mr E Sass
NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 26 October 2018

POST 40/364: FOOD SERVICES AID

SALARY: R96 549 per annum
CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS:
Minimum requirement: Basic literacy and numeracy. Experience: Appropriate food preparation experience in an industrial food service unit in a hospital environment. Inherent requirements of the job: Willingness to work shifts during the day, weekends and public holidays. Ability to lift heavy equipment and supplies. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Knowledge of appropriate hygiene and safety procedures in an industrial food service unit. Ability to handle industrial equipment. Ability to communicate effectively within a team. Ability to prepare a meal for a large number of people.

DUTIES:
Pre-prepare and prepare meals for normal and special diets. Dish up and distribute meals. Assist with the receipt and storage of food supplies. Maintain general hygiene in the Food Service Unit. Follow hygiene and safety directives for the use of apparatus and equipment. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Assist with the informal in-service training as required.

ENQUIRIES: Ms M Coetzee, Tel No: (021) 658-5407
APPLICATIONS: To the Chief Executive Officer, Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION: Ms T Nqola
NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 26 October 2018

POST 40/365: FOOD SERVICES AID
Chief Directorate: Metro Health Services

SALARY: R96 549 per annum
CENTRE: False Bay Hospital
REQUIREMENTS: Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Willingness to work shifts and overtime which include weekends and public holidays. Physical healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food service Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. The ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES: Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Financial Management and Human Resource support to Supervisor.

ENQUIRIES: Ms S Levy Tel No: (021) 782-1121
APPLICATIONS: The Manager: Medical Services, False Bay Hospital, PM Office, Bag X1, Valyland, Fish Hoek, 7978.
FOR ATTENTION: Ms L Shoosmith
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 26 October 2018