PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 43 OF 2018
DATE ISSUED: 26 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.

AMENDMENTS:

KWAZULU NATAL: DEPARTMENT OF HEALTH: kindly note that the post of Deputy Director Systems (Greys Hospital, Pietermaritzburg) advertised in Public Service Vacancy Circular 39 dated 28 September 2018; has been withdrawn.

OFFICE OF THE PUBLIC SERVICE COMMISSION: kindly note that the following posts: Registry and Transport Clerk with Ref No: RTC/10/2018 advertised in Public Service Vacancy Circular 42 dated 19 October 2018 and Senior Personnel Officer with Ref No: SPO/10/2018 advertised in Public Service Vacancy Circular 40 dated 05 October 2018; they have been withdrawn.
# INDEX
## NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENTS</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC EDUCATION</td>
<td>A</td>
<td>03-05</td>
</tr>
<tr>
<td>CIVILIAN SECRETARIAT FOR POLICE SERVICE</td>
<td>B</td>
<td>06-07</td>
</tr>
<tr>
<td>COMMUNICATIONS</td>
<td>C</td>
<td>08</td>
</tr>
<tr>
<td>COOPERATIVE GOVERNANCE</td>
<td>D</td>
<td>09</td>
</tr>
<tr>
<td>ENERGY</td>
<td>E</td>
<td>10</td>
</tr>
<tr>
<td>ENVIRONMENTAL AFFAIRS</td>
<td>F</td>
<td>11-13</td>
</tr>
<tr>
<td>GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM</td>
<td>G</td>
<td>14-15</td>
</tr>
<tr>
<td>GOVERNMENT PENSIONS ADMINISTRATION AGENCY</td>
<td>H</td>
<td>16-19</td>
</tr>
<tr>
<td>HEALTH</td>
<td>I</td>
<td>20-21</td>
</tr>
<tr>
<td>HUMAN SETTLEMENTS</td>
<td>J</td>
<td>22-24</td>
</tr>
<tr>
<td>INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE</td>
<td>K</td>
<td>25-26</td>
</tr>
<tr>
<td>JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES</td>
<td>L</td>
<td>27-28</td>
</tr>
<tr>
<td>MINERAL RESOURCES</td>
<td>M</td>
<td>29-30</td>
</tr>
<tr>
<td>MUNICIPAL INFRASTRUCTURE SUPPORT AGENT</td>
<td>N</td>
<td>31-34</td>
</tr>
<tr>
<td>OFFICE OF THE CHIEF JUSTICE</td>
<td>O</td>
<td>35-36</td>
</tr>
<tr>
<td>PUBLIC WORKS</td>
<td>P</td>
<td>37-38</td>
</tr>
<tr>
<td>RURAL DEVELOPMENT AND LAND REFORM</td>
<td>Q</td>
<td>39-48</td>
</tr>
<tr>
<td>SMALL BUSINESS DEVELOPMENT</td>
<td>R</td>
<td>49-50</td>
</tr>
<tr>
<td>TRADE AND INDUSTRY</td>
<td>S</td>
<td>51-53</td>
</tr>
</tbody>
</table>

## PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>PROVINCIAL ADMINISTRATION</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAUTENG</td>
<td>T</td>
<td>54-75</td>
</tr>
<tr>
<td>KWAZULU NATAL</td>
<td>U</td>
<td>76-111</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>V</td>
<td>112-133</td>
</tr>
</tbody>
</table>


The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria.

FOR ATTENTION: Ms J Masipa/Ms N Monyela

CLOSING DATE: 09 November 2018

NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za. Correspondence will only be entered into with short-listed applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

POST 43/01: DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: DBE/32/10/2018

Purpose: Strategic Planning and Reporting unit requires a seasoned manager to manage all performance planning and performance reporting activities of the Department in line with the mandates of the basic education sector articulated in the Action Plan to 2019: towards the Realisation of Schooling 2030 and the National Development Plan. The unit carries out effective strategic analysis, planning and reporting to improve institutional performance reporting, use of evidence information and planning alignment, compliance and effectiveness in terms of compliance with oversight and institutional prescripts. In doing so, the Director will deliver strategic performance planning, reporting and monitoring support to Senior Management in the DBE and to sector principals in line with the sectoral mandates.

Branch: Strategic, Research and Communication
Chief Directorate: Strategic Planning, Research and Coordination
Directorate: Strategic Planning and Reporting

SALARY: All-inclusive remuneration package of R1 005 063 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor’s Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years’ experience in use of performance information in management, planning, reporting in a substantive service delivery department. 5 years experience at middle/senior managerial level is required. Agency, ability to work under pressure and to manage strict deadlines. Understanding of the audit processes and how they relate to planning and reporting compliance and improvement. Ability to network and undertake rapid analyses in order to strengthen and deepen operational and institutional planning at national level with national and provincial counterparts and entities. Quality assurance is critical in the development of plans and reports and attention to detail in coordination, management and production are imperative. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES: This strategic senior manager post requires a candidate who will provide strategic direction to the Component including advice on planning, reporting and performance information management, audit innovations in consolidating planning and reporting accountability in the DBE, and improved institutional compliance and performance. Develop and present detailed and aligned presentations, briefings, plans and reports on monthly, quarterly, annual, three year and five year departmental activities including analysis of provincial and other national plans and reports which have implications for...
the sector. Verify evidence and performance information standards and deepen the use of same as guided by oversight bodies and prescripts. Ensure alignment of all activities with sectoral mandates, and facilitate the same in with external and internal stakeholders.

**ENQUIRIES**
Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: 012 357 3294

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

**OTHER POST**

**POST 43/02**
CHIEF ENGINEER (CIVIL/STRUCTURAL) REF NO: DBE/33/10/2018
Branch: Accelerated School Infrastructure Delivery Initiative (ASIDI)

**SALARY**
All-Inclusive remuneration package of R991 281 - R1 133 427 per annum. Salary will be in accordance with Occupational Specific Dispensation (OSD).

**CENTRE**
Pretoria

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

**DUTIES**
To assist in the planning, implementation, monitoring and reporting on the delivery of the infrastructure built environment programmes and projects in line with the IDMS Framework. Manage processes relating to the management of infrastructure in the sector. Monitoring of matters relating to planning, design, procurement, construction, operation and maintenance of education infrastructure. Analyse and evaluate infrastructure planning documents like the User Asset Management Plans, Infrastructure Programme Implementation Plans, Construction Procurement Strategies, and Conditional Grant Evaluation Reports. Lead the sector processes relating to the implementation of the performance based incentive system. Analyse and evaluate physical resources planning frameworks, prioritisation model(s), Business Cases and Project Briefs. Manage the implementation of a facilities maintenance and management policy and provide guidance for the preparation of maintenance plans and disaster management plans. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees of IAs and the Department of Basic Education. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage implementation of projects that are not allocated to an Implementing Agent [IA]. Lead task teams comprising education and built environment professionals on reviewing and evaluating education infrastructure guidelines, facility maintenance and best practice guidelines. Conduct the inspections of existing education facilities infrastructure and prepare reports thereon. Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department. Monitor the implementation of norms and standards for school infrastructure. Conduct research to develop and formulate policies, procedures and programmes directly related to education infrastructure.
ENQUIRIES: Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: 012 357 3294
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:
09 November 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 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 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. 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.

Other POST

POST 43/03:
DEPUTY DIRECTOR: SPECIALIST INVESTIGATOR REF NO: CSP/15/2018

This is a re-advertisement of ref no: CSP/18/2017. Applicants who previously applied should re-apply if still interested.

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

CENTRE: Pretoria

REQUIREMENTS:
An appropriate Bachelor’s Degree/Diploma in Law or Policing or equivalent qualification. A minimum of five years working experience in management of criminal investigations of which 3 years must be at management /supervisory level (ASD). Knowledge and understanding of criminal law, criminal procedure and law of evidence. Knowledge of the investigative system and procedures. Knowledge of Human rights and Government’s broad transformation objectives and initiatives. Knowledge of the Performance Management and Development System in the Public Service. Understanding the confidentiality of documents. Knowledge of Government prescripts. Ability to develop and implement outcome based performance management system to support achievement of department goal and objectives. Presentation skills; problem solving and decision-making skills; communication (verbal and written) skills; computer literacy; Drivers licence.

DUTIES:
Conduct investigations on complaints from the public regarding alleged violations relating to the abuse of DNA samples and forensic DNA profiles, and security breaches. Collect, analyse and collate information requested by the Assessment sub-committee and/or the DNA Secretariat Head. Ensure the proper classification and registration of complaints on the complaints management system. Ensure that written acknowledgement is provided for complaints lodged. Assist the DNA Secretariat Head in engaging with internal and external stakeholders and role-players. Attend to all other
directives of the DNA Board relating to his/her mandate. Management of financial and human resources.

**ENQUIRIES**  :  Mr K Shiphamele/ Mr S Matsapola Tel No: 012 393 2500/ 4359

**NOTE**  :  Shortlisted candidates will be required to undergo a competency assessment.
ANNEXURE C

DEPARTMENT OF COMMUNICATIONS

APPLICATIONS : The DG of the Department of Communications, Private Bag X812, Pretoria, 0001 or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival Street, Hatfield, Pretoria

FOR ATTENTION : Mr A Khameli

CLOSING DATE : 09 November 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POST

POST 43/04 : SENIOR STATE ACCOUNTANT: BUDGETS REF NO: SSA/01/2018

Directorate: Financial Management and Accounting

SALARY : Commencing salary: R299 709 per annum (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : Qualifications: An appropriate three year Degree /National Diploma in Accounting/Finance, with at least four years proven working experience in finance. Knowledge: Knowledge of computer packages such as in MS Excel and Word. Competencies: Ability to work under pressure and meet deadlines, good communication and writing skills, good planning and organisational skills. Ability to work effectively with officials across all levels within the Department. Must also have good analytical skills. Must have at least 3 years practical work experience in government budget processes. Sound knowledge of Public Finance Management Act, Treasury Regulations and Basic Accounting System (BAS). Courses completed on BAS will be an added advantage.

DUTIES : Accurately capture the budget on the BAS System. Preparation of the monthly expenditure reports and projections for various units in the Department. Compiling monthly reports (In Year Monitoring) to National Treasury. Investigate and correct expenditure misallocations by compiling journals. Confirming of correct budget allocations and availability of funds for units before procurement of goods and services. Effect virements and shifting of funds on BAS when required. Assist the budget managers during the co-ordination and preparation of inputs for the Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) as well as the Adjusted Estimates of National Expenditure (AENE) and request for roll over of funds. Preparation of budget reports and statistics for the Budget Committee, Financial Control Meeting, MANCO and EXCO. Collect and deliver budget related documentation to and from National Treasury. Ensure a sound filing system within the Budget Section. Monthly costing of Compensation of Employees. BAS System Controller. Assist the managers with other ad-hoc duties as and when required.

ENQUIRIES : Zodwa Jiyane Tel No: (012) 473 0447 or Frik Nieman Tel No: (012) 473 0088
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 these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

APPLICATIONS

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta27@ursonline.co.za or via fax: 086 415 5709.

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

CLOSING DATE : 16 November 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 43/05 : ASSISTANT DIRECTOR: DISASTER RISK MANAGEMENT EDUCATION, TRAINING, AWARENESS AND RESEARCH REF NO: 25006/01

SALARY : R356 289 per annum

CENTRE : Centurion

REQUIREMENTS : A three-year Bachelor’s degree or National diploma in Disaster Risk Management/Education/Training, Public Administration or equivalent qualification. A minimum of 3 to 5 years experience in Disaster Risk Management, Education, Training and Development. Generic Competencies: Planning and organising, coordination, problem solving and decision making, project management, client orientation and customer focus, team leadership, diversity management, communication (verbal and written). Technical Competencies: Policy and legislation relevant to the Disaster Risk Management function in South Africa, research methodology, management of contracts and quality assurance, skills development legislation, policies and strategies, the Intergovernmental System and the IGR Framework and IGR Framework Act (2005).

DUTIES : The incumbent will perform the following duties: Provide analytical, logistical and administrative support for the rollout of the National Education and research needs and resources analysis for Disaster Management. Support the review and implementation of an Integrated National Disaster Management Education and Training Framework for South Africa. Facilitate formal and informal Disaster Risk Management capacity building for professionals, learner practitioners and officials in government. Advocate and promote public awareness in the implementation of the Disaster Management Act (2002) and Framework (2005). Facilitate the development and implementation of the Disaster Management research agenda.

ENQUIRIES : Ms ER Tau Tel No: (012) 848 4614
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 and Mr. P Ndlovu

CLOSING DATE: 09 November 2018

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

OTHER POST

POST 43/06: PROJECT MANAGER
(12 Months Contract)

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

CENTRE: Head Office


DUTIES: Manage the activities of various donor funded projects/programmes as follows: Monitor the submission of project progress, expenditure and quality reports, Monitor compliance with milestones, project costs and technical compliance with specifications, Identify deviations from milestones, projects costs and technical compliance with specifications, Report on deviations milestones, projects costs and technical compliance with specifications, Monitor the implementation of interventions to rectify deviations from milestones, project costs and technical compliance with specifications, Consolidate project information and generate programme reports, Analyse consolidated programme reports and identify trends with regard to deviations from milestones, projects costs and technical compliance with specifications, Investigate and advice on the interventions to rectify deviations from milestones, project costs and technical compliance with specifications, Provide advice on the application of project management and reporting principles, Develop and maintain project information and reporting procedures and guidelines.

ENQUIRIES: Mr A Hlungwani ☎ 012 406 7557
DEPARTMENT OF ENVIRONMENTAL AFFAIRS

OTHER POSTS

POST 43/07 : CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI CAPACITY DEVELOPMENT REF NO: LACE02/2018

SALARY : R468 513 per annum (Total package of R639 600 per annum/ condition apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate degree in Natural or Environmental Sciences or equivalent qualification. Knowledge and experience in the design, development, implementation, presentation, monitoring and evaluation of compliance and enforcement capacity-building programmes. Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa. Practical environmental compliance and enforcement experience will be an added advantage. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Ability to gather, analyse and apply information in a multi-disciplinary environment. Excellent written and verbal communication skills, particularly the ability to transfer compliance and enforcement skills to EMIs. Strategic, problem-solving and negotiation skills. Administrative and logistical skills, including project management, government procurement, budgetary monitoring and events management. Customer focus and responsiveness. Be willing to travel and in possession of a valid driver’s license. Ability to work independently, and as part of a team. Computer literacy.

DUTIES : To plan, implement, facilitate and participate in the national environmental compliance and enforcement (both basic and specialized) capacity-building programmes for key role-players, including national, provincial and municipal EMIs, prosecutors and other compliance and enforcement role-players. Provide capacity development support to operational projects of national, provincial and municipal EMIs and other compliance and enforcement role-players. Liaise and collaborate with international / domestic environmental authorities as well as tertiary education institutions, NGOs and other relevant stakeholders on compliance and enforcement capacity-development initiatives. Initiate and monitor the procurement of external goods and services (including venues, presenters, equipment etc.) required to support the delivery of environmental compliance and enforcement capacity development and operational initiatives. Development of EMI Compliance and Enforcement training curriculum, including eLearning content / modules.

ENQUIRIES : Mr J du Toit Tel No: 012 399 8858
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 Kate Selemela
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. 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.

CLOSING DATE : 12 November 2018

POST 43/08 : ASSISTANT DIRECTOR: NRM AREA PROGRAMMES (AREA MANAGER)

SALARY : R444 693 per annum (Total Package R610 699 per annum / conditions apply)
CENTRE : Free State Ref No: EP9001/2018 (X1 Post)
**REQUIREMENTS**

A three year Bachelor Degree/National Diploma in Natural Science / Environmental Management. 3-5 years' experience in Natural Resource Management or relevant field. Knowledge of administrative procedures; financial management; project management and programme management; personnel management; sound organizing and planning skills and Good communication skills. Compiling reports, listening and writing skills. Excellent communication skills (verbal and written). Proven experience at supervisory and contract management level. Computer literacy. Problem solving and conflict management. Valid drivers' licence as well as above average numerical literacy.

**DUTIES**

Provide project planning and implementation support for NRM projects at area level for hectares of land treated of invasive alien plants, bush encroachment and other approved integrated ecosystem restoration activities. Provide support for implementation of approved social development and training interventions at the area level. Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Introduce carbon sequestration initiative where necessary in the region. Ensure effective financial management. Provide inputs into the allocation of budget for all projects in the area. Monitor and report all project expenditure as per approved budget and cash-flow. Ensure accountability by all staff through reporting of project progress and keeping record of evidence for all indicators. Provide effective Advocacy and Liaison through Engaging with other government departments, different spheres of government, State Owned Entities and other Stakeholders to foster cooperative governance. Engage with other stakeholder in developing and adjusting Business Plan for all projects in the area. Ensure effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the area. Examine projects and ensure compliance with relevant legislative framework. Ensure achievement of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Ensure compliance to all applicable norms and standards as well as compliance to EPWP reporting requirements and transformation targets.

**ENQUIRIES**

Ms M Moyo (Free State) Tel No: 051 430 4837
Mr B Mashabane (Mpumalanga) Tel No: 013 753 2835
Ms L Mabuza (Gauteng) Tel No: 012 399 9632

**APPLICATIONS**

Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town

**FOR ATTENTION**

Human Resources Management

**NOTE**

Applications must be submitted on a 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. The persons appointed to this position will be subjected to a security clearance. 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. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

**CLOSING DATE**

12 November 2018

**POST 43/09**

SENIOR DATABASE CLERK REF NO: EP9003/2018

**SALARY**

R196 407 per annum (Total package of R309 445 per annum conditions apply)

**CENTRE**

KZN

**REQUIREMENTS**

National Senior Certificate (Grade 12) with relevant Data Capturing experience. Proven above average proficiency in MS Office and Windows. Advanced Computer Skills and good numeracy Skills. Systematic and meticulous approach to Data Capturing. An ability to work under pressure and meet deadlines. Ability to work under minimal supervision, Use own initiative and perform multiple tasks. Willingness to develop a comprehensive understanding and knowledge of field operations. Good communication (written and verbal) and interpersonal skills. Knowledge of WIMS will be added advantage.

**DUTIES**

Provide support to the Control GIS Technician by capturing all non-spatial data for projects managed by the Natural Resource Management Programmes (NRM) regional

ENQUIRIES
APPLICATIONS : Mr R Brudvig Tel No: 033 330 6197
 : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town
FOR ATTENTION : Human Resources Management
NOTE : Applications must be submitted on a 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. The persons appointed to this position will be subjected to a security clearance. 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. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

CLOSING DATE : 12 November 2018
POST 43/10 : SENIOR ACCOUNTING CLERK: CREDITORS, TRAVEL AND SUBSISTENCE REF NO: CFO05/2018
SALARY : R196 407 per annum (all inclusive total package of R309 445)
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate with 1-2 years relevant experience in Financial Management/Accounting. A National Diploma/Bachelor's degree in Finance/Accounting (Accounting as a major) or equivalent qualification in an appropriate field related to this role; will be an added advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and transversal accounting systems [Basic Accounting Systems (BAS), LOGIS and PERSAL (Salary system)]. Ability to apply policies, strategies and legislation. Proven above average proficiency in computer literacy. Ability to work under pressure and meet deadlines with difficult clients. Ability to work long hours and with limited supervision. Time management, numeracy, analytical, organising, coordinating and planning skills. Sound analytical and problem identification and solving skills. Good communication skills (verbal and written).

DUTIES : The successful candidate will be responsible for the following main objectives: Check that documents presented for payments are valid, accurate, complete and authorised by the delegated authority to ensure that the payment is ready for capturing. Capture payments/claims on transversal accounting systems (BAS, LOGIS and/or PERSAL). Prepare payment documents/claims for filing. Maintain entity banking details. Respond to payment/claims and entity queries. Assist internal and external stakeholders with payment and other financial related queries. Ensure compliance with the PFMA, financial policies, prescripts and internal policies.

ENQUIRIES : Mr N Essack Tel No: (021) 814 8302
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town
FOR ATTENTION : Human Resources Management
NOTE : Applications must be submitted on a 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. The persons appointed to this position will be subjected to a security clearance. 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. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

CLOSING DATE : 12 November 2018
GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply.

APPLICATIONS: The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 09 November 2018

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

MANAGEMENT ECHELON

POST 43/11: CHIEF DIRECTOR: COMMUNICATION SERVICE AGENCY REF NO: 3/1/5-18/32

Branch: Content Processing and Dissemination

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

CENTRE: Pretoria

REQUIREMENTS: Applications must be in possession of a three-year Bachelor’s Degree (NQF level 7) in Media Management, Media Buying or related qualification. Experience: five (05) years’ experience at a senior managerial level with extensive experience in media buying, media production and management. Ability to manage the overall execution of media programmes in a fast paced and challenging environment with tight deadlines. Proven knowledge of the mainstream and community media and advertising sector. Proven experience in managing third party vendors and agencies and managing budgets. The applicant must have understanding of the government and /or public sector market and proven ability to develop and manage client-focused strategies. Skills: excellent written, verbal and interpersonal communication skills. Proven ability to interact with people at all levels of client organisations/departments. Commitment to delivering creative solutions and aligning team members to deliver those solutions to the satisfaction of client departments.

DUTIES: The successful candidate will serve as a member of the GCIS Management Committee and provide leadership and management direction to three Directorate Directorates: Media Production (Including photographic, video and radio production, Corporate Identity Management and graphic design); Media Buying, and Marketing and Distribution (comprising distribution, events and public relations, and corporate identity management). The appropriate candidate will have a sound understanding of these
professional disciplines and will lead the integration of these services into a comprehensive service offering by GCIS to the Public Sector, and in partnership with private-sector service providers. He/she will provide leadership in the development, production and management of campaign products in-house or through outsourcing of communication services; oversee the implementation of government’s corporate identity programme, and supervise. Oversee the development, planning, creation and implementation of media buying strategies, managing efficiencies. Assess Government’s media buying needs and develop a detailed media buying calendar and a project strategy. Negotiate (with media owners) and recommend effective buying strategies. Monitor tracking, delivery, and campaign performance on an ongoing basis. Measure overall return on media & advertising investment against cost. Build strong and trusting relationships with clients departments, media owners, and creative agencies. Management and monitor budget. Develop and oversee effective account management and client liaison function. Support and train the media buying and advertising team in the best practices of media selection and development. Ensure collaboration among relevant sections within GCIS and foster teamwork. Respond appropriately and promptly when presented with complicated problems and issued by client departments.

**ENQUIRIES**

Ms T Carrim Tel No: 012 473 0298
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

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

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

NOTE: Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the internet at http://www.gpaa.gov.za. Must be accompanied by a comprehensive CV (detailed dates of employment and duties performed) with original certified copies of all qualifications (including matriculation), ID document and drivers licence if a prerequisite (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence 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). Applications that don’t meet the above requirements will be deemed as regret. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 43/12: ASSISTANT MANAGER: CASH FLOW MANAGEMENT

REF NO: ASM/CFM/2018/10-1P

The purpose of the role is to assist in managing cash flow for the relevant funds at GPAA to ensure optimal use of cash and accurate internal reporting.

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

CENTRE: Pretoria Office

REQUIREMENTS: A recognized three year National Diploma/ Degree within the Financial Accounting field (at least 360 credits), with four (4) years Financial and Cash flow management experience of which two (2) years must have been in a supervisory role. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of Cash flow management. Knowledge of General Ledger bookkeeping. Knowledge of International Financial Reporting Standards. Knowledge of Regulatory Reporting requirements for Retirement Funds in SA. Knowledge of Risk Management. Knowledge of PFMA and National Treasury Regulations. Conflict management skills. Written and verbal communication skills at all levels. Time Management skills. High level of reliability and adaptability. Ability to Multi-task. Ability to work under pressure. Ability to work in a team and independently. Attention to detail. Honesty and integrity.

DUTIES: The successful candidate will be responsible for the following functions and include, but not limited to: Assist with Cash Flow Management: Assist with the review of daily cash flow movements, transfers between banks and PIC, and recording thereof. Assist with the review of clearing of the suspense account on a monthly basis. Supervise the recording of bank statement transactions into CIVPEN. Assist with the review of monthly bank reconciliations. Assist with the review of daily reconciliation of payments per the foreign bank statement to the submitted payment file. Assist with the monthly review of the intercompany balances between funds (GEPF, AIPF, TEPF, VOTE and GPAA) to ensure accuracy and completeness. Assist with the monitoring and review of cash flow management policies, controls and processes; assist with the resolution of audit queries relating to the Cash Flow Management unit and ensuring accurate and timely submission of responses. Assist with the development, implementation and maintenance of internal controls: Assist with the identification of risks relating to the unit. Assist with the design and implementation of internal controls to mitigate risks. Assist
with the alignment of internal controls with GPAA’s policies and strategic objectives. Ensure continued adherence to developed and approved internal controls. Undertake corrective measures on deviation to internal controls. Oversee risk management processes within the cash flow management unit and implementation of action plans. Assist with the facilitation of cash flow management related projects. Assist with research on cash flow management related projects. Assist with the implementation of cash flow management project plans. Assist with maintaining effective relationships with all stakeholders. Assist with the provision of internal and financial reporting services: Assist with monthly reporting on cash flow projections and variances. Assist with quarterly reporting on Service Level Agreement (SLA) Compliance (i.e. investments and disinvestments of funds). Assist with reporting on annual cash flow projections (i.e. Contributions, Benefits etc.). Assist with monthly reporting on PMG bank balances to National Treasury. Assist with quarterly Risk Register reporting. Assist with preparation of monthly, quarterly, interim and annual cash flow statements. Assist with reviewing financial accounting policies and frameworks relating to cash flow management. Manage and develop staff: Manage the performance of the unit which involves coaching, mentoring, and take corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into the directorate’s overall work plan.

ENQUIRIES: Ms Zwonaka Makhani Tel No: 012 319 1075
FOR ATTENTION: Ms Zwonaka Makhani – Recruitment
NOTE: One position of Assistant Manager: Cash Flow Management is currently available at the Government Pensions Administration Agency. This position will be filled permanently. Employment Equity target for the post is Indian, Coloured, African male/female candidates or person with disability. Candidates of the specified groups are encouraged to apply.

POST 43/13: ASSISTANT MANAGER CONTRIBUTION MANAGEMENT REF NO: ASM/CM/10-2P
The purpose of the post is: To coordinate the administration of contribution management services and functions within GPAA.

SALARY: R356 289 per annum (Level 09) (basic salary)
CENTRE: Pretoria Head Office
REQUIREMENTS: A Recognized three-year qualification (360 credits/NQF6) in Finance or related field with at least 4 years’ experience in Contributions Management/Finance/Retirement Fund administration/processing environment of which it should include at least 2 year supervisory experience; Computer literacy that would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook. Knowledge of Persal and CIVPEN will be an advantage. Knowledge of Employee Benefits. Knowledge of applicable legislation within Employee Benefit Section. Knowledge of Financial Administration. Knowledge of GEPF services and products. Knowledge of Project Management. Business analytical skills. Managerial, motivation and training skills. Planning and organising skills. Decision making and problem solving skills. Good communication skills. Interpersonal skills. Customer oriented.

DUTIES: The successful incumbent of the position will be responsible for a wide variety of tasks which includes but are not limited to the following: Ensure Administration and Management of Contribution Collection and billing run reconciliation. Manage collection and allocation of contributions received. Reconcile IRP5 SARS returns against National Treasury Transversal Systems. Monthly reviews of general ledger reconciliation and other reconciliation of contributions and Purchase of service. Assist with the preparation for financial year end provisions and trial balance. Reconcile all Manual employers reconciliation per employer to compile the provisions for outstanding and overpayment of contributions to ensure that year- end balance is correctly stated in the financial statements. Accurate maintenance and safekeeping of accounting records. Compile members roll for AIPF and TEPF and GEPF manual members as well as GEPF members for electronic members. Assist with uploading, deleting and maintenance of Persal Pay Points. Manage and maintain accounting books of additional liability claims. Reconcile additional liability claims for each Employer to ensure that financial year end balance is correctly stated in the financial statements. Authorise the journals created on billing. Raise Manual Contributions Debts by executing the billing run. Reconcile S drive reconciliation with billing run balances to confirm if billing run balance with S drive
reconciliation and request journals to amend the errors identified. Monitor the update and cleanse member and employer data on CIVPEN. Update of member and employers codes. Assist with the identification of defective and missing data within member's
records and facilitate correction thereof. Follow up with the employer to have the necessary exit documents submitted. Liaise with Membership to admin and exit members (update members records). Ensure that all contributing members have been admitted and active. Effective management of printing and issuing of benefit statements. Ensure that all benefit statements are printed within the SLA agreement period and provide statistics. Compile monthly stats from EDMS GPAA reports and follow up on errors identified. Ensure the Process of Z102/Exit Management: Manage calculation and confirmation of member and employer contributions through Z102 processing. Manage the process of salary confirmation on the system. Review and refine Z102 processing within contribution. Liaise with members and Employers by responding to queries within 5 days in accordance with the relevant guidelines and legislation. Updating and maintaining status of incoming and completed cases. Assisting in resolving complicated cases and providing guidance. Management reporting and administration. Provide quarterly, monthly MIS and weekly reports on contributions, Purchase of service and Z102 statistics. Provide APP evidence to monitoring and evaluations quarterly. Reduction of internal and external audit findings - significant findings and unmodified audit opinion. Prepare the status report on “S” cases identified in a timely manner. Sound financial management and controls. Compliance to stakeholder SLA’s. Risk mitigation. Assist with management of audit process. Liaison with internal and external auditors. Preparation and provision of the year-end audit file/s Preparation and provision of additional information required by auditors. Resolutions of internal and external audit queries. Implementation of internal and external recommendation. Manage and development of staff. Compile work plans for the section, including consolidation of operational plans within the directorate’s overall work plan. Allocate work according to skills and competencies. Effective management of Section staff performance. Develop, train and coach staff. Maintain discipline. Monitor staff regarding Human Resource such as leave, recruitment and grievances. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES: Ms Mapule Mahlangu
FOR ATTENTION: Ms Mapule Mahlangu – Recruitment
NOTE: Two positions for Assistant Manager: Contribution Management are currently available within EB Finance Contributions Management unit of the GPAA. The positions will be filled as permanent positions. Note: Employment Equity target for the post is Coloured or Indian male or female and people with disability. Candidates of the specified groups are encouraged to apply.

POST 43/14: PROCESSOR (EB ADMINISTRATOR) – BENEFITS APPLICATION PROCESSING
REF NO: PBAP/EBOPS/2018/10-1P

The purpose of the role is to provide administrative support for the processing and payments of claims.

SALARY: R196 407 (basic salary) (Level 06)
CENTRE: Pretoria Head Office
REQUIREMENTS: An appropriate three (3) year tertiary qualification (in administration/finance) with 18 months proven administration/processing experience in Retirement fund/Employee Benefits OR Senior Certificate (with Maths or Accounting as a passed subject) with 3 years proven administration/processing experience in Retirement fund/Employee Benefits environment. Knowledge of standards and procedures of claims processing. Analytical thinking. Computer literacy on Microsoft Office products. Good communication skills. Attention to detail. Customer orientation. Creative. Logical thinking. Production driven.

DUTIES: The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to: Process Claims. Review applications/claims received for various types of exits or claims. Checking that all supporting documentation is attached as per the requirements of the specific scheme/fund. Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected. Request member’s information for inclusion in the benefits application form, where missing information is identified. Process payment of claims. Review the initial payment, based on a review of the particulars of the case. Reconcile purchase of service
figures, checking that all outstanding service has been calculated correctly for payments. Upload supporting documentation for benefit payments, ensuring accuracy. Checking whether children indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of various funds/scheme. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance with the relevant policies and procedures. Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria. Review the benefit application form and validate the content. Initiate the payment instruction.

ENQUIRIES:
Ms Mapule Mahlangu Tel No: 012 399 2639

FOR ATTENTION:
Ms Mapule Mahlangu – Recruitment

NOTE:
A position for one Processor (EB Administrator) at EB Operations (Withdrawals) are currently available at the Government Pensions Administration Agency. This position will be filled permanently. Note: Employment Equity target for the post is African male or Coloured male/female and people with disability. Candidates of the specified groups are encouraged to apply.
DEPARTMENT OF HEALTH

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

APPLICATIONS:
The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and struben streets, Pretoria.

FOR ATTENTION:
Ms M Shitiba

CLOSING DATE:
12 November 2018 @ 12:00 Mid-Day

NOTE:
Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s license. (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

POST 43/15:
PROFESSIONAL NURSE – (SPECIALTY NURSING)
REF NO: NDOH 55/2018
Chief Directorate: CCOD and Occupational Diseases
Directorate: Medical Bureau for Occupational Diseases

SALARY:
Grade 2: R445 917 per annum

CENTRE:
Gauteng

REQUIREMENTS:
A Degree/Diploma or equivalent NQF 6 qualification in Nursing (general, community health science or psychiatric operating theatre nursing and midwifery). A minimum of fourteen (14) years’ appropriate experience in nursing after registration as Professional Nurse with SANC in General Nursing and a proof of registration. At least ten (10) years of the above should be in Occupational Health Nursing and Operating Theatre Nursing after obtaining a 1-year post-basic qualification in the relevant specialty. A Bachelor of Technology Degree in Occupational Health Nursing will be an advantage. Original certified certificates of service must be submitted with your application as well as proof of registration as a Professional Nurse. Salary grades will be determined in accordance with the above requirements as per the OSD. Qualification and years of experience required are indicated above. Knowledge of Occupational Diseases in Mines and Works Act (ODMWA), Public Service Act and its regulations, Nursing Act and its regulations, Medicine and Related Substances Act, Occupational Health and Safety Act, COIDA, Labour Relations Act, BCEA and EEA, Professional and Ethical conduct and Batho Pele Principles and Patients’ Rights Charter. Good communication (written and verbal), planning, organisational, report writing and Computer literacy skills. A valid driver’s license.

DUTIES:
Performance of benefit medical examination. Provide health education and professional advice to patients. Refer patients to appropriate health facilities according to identified problems. Render emergency medical care to clients and staff members. Plan, provide and co-ordinate first-aid treatment to staff members. Health screening of members of staff for non-communicable diseases. Conduct quality check on all files submitted for benefit medical examination. Ensure that medical report forms and supporting documents are completely filled and signed, sent with the submission claims.
Administration of the clinic. Order, maintain and control of the equipment and supplies including drugs for the clinic. Prepare budget report and control expenditure. Management of risks and queries. Ensure that health and safety policies are practiced all times.

ENQUIRIES : Dr N Mtshali at (011) 339 - 1433
DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS: Must be forwarded to: Basadzi P.O Box 394, Menlyn, 0063 or hand deliver at: 642 Cnr Olivia Street and Jacqueline Drive, Garsfontein, Pretoria East.

FOR ATTENTION: Ms N Nortman

CLOSING DATE: 09 November 2018

NOTE: It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV and certified copies of qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee’s Fund and a flexible portion in terms of applicable rules. 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. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment.

MANAGEMENT ECHelon

POST 43/16: CHIEF DIRECTOR: PROGRAMME IMPLEMENTATION FACILITATION

REF NO: DOHS/39/2018

3 Year Contract

Branch: Programme and Project Management Unit

Chief Directorate: Programme Implementation Facilitation

SALARY: R1 189 338 per annum (all-inclusive salary package)

CENTRE: Pretoria

REQUIREMENTS: Potential candidates for the position must be in possession of a 3 (three) years tertiary qualification in Project Management plus 5 years of experience at senior managerial level. The successful applicant must have good administrative, operational, liaison and communication skills, both written and verbal. The applicant must have experience, knowledge and understanding of administration as well as managing and ensuring strategic, operational, administrative efficiency and compliance within an intergovernmental institutional framework. The knowledge of good practice and initiatives for efficient and effective administration and decision making will be an advantage. Substantive knowledge and understanding of Government policies, legislation, regulatory objectives and strategies; Knowledge and understanding of policy, legislative and regulatory framework of the state and government. The PFMA and Treasury regulations. Good conflict resolution skills are essential, coupled with project and contract management skills. Good knowledge of project and reporting skills will be an added advantage.

DUTIES: Provide program and project delivery management systems, through promotion the Project Process Guide and evaluate Provincial Business Plans; Provide direction and coordinate the delivery of implementation support for the upgrading of informal settlements; Manage the development of informal settlement capacity building programs; Provide direction and coordinate the delivery of implementation support to
provinces and municipalities for human settlement programs; Provide regulatory support, oversight of the Rental housing & Community driven housing initiatives sectors and dealing with tenant protection issues. Management of risks in above programs and the mitigation thereof. Manage the budget and human resources with the Chief Directorate.

**ENQUIRIES**: Mr C Ramalepe Tel No: 012 444 9113  
**NOTE**: Female candidates and people with disabilities are encouraged to apply

**POST 43/17**:  
**DIRECTOR: MONITORING AND EVALUATION REF NO: DOHS/40/2018**  
3 Year Contract  
Chief Directorate: Programme Monitoring and Evaluation  
Directorate: Programme Monitoring

**SALARY**: R1 005 063 per annum (all inclusive salary package)  
**CENTRE**: Pretoria  
**REQUIREMENTS**: Appropriate recognized Bachelor’s degree/ National Diploma in in Social and/or Economic Science, Built Environment, with a minimum of five years’ experience at a middle /senior managerial level. Knowledge of Operationalization of strategic thinking into meaningful and sustainable results is essential. This ability will have to be applied in giving the oversight and guidance in promoting human settlements. Understanding and knowledge of government-wide Monitoring and Evaluation Programme is essential. The applicant must have good interpersonal and communication (written and verbal) skills.  

**ENQUIRIES**: Mr. MC Ramalepe Tel No: (012) 444 9113  
**APPLICATIONS**: Must be posted to PO Box 11506, Tijgerpoort, 0056, via email: dohs@ursonline.co.za.  
**FOR ATTENTION**: URS Response Handling Tel No: 012 811 1900  
**NOTE**: Male candidates and people with disabilities are encouraged to apply.

**OTHER POSTS**

**POST 43/18**:  
**CHIEF TOWN AND REGIONAL PLANNER, GRADE A REF NO: DOHS/41/2018**  
(Three year Contract)  
Branch: Human Settlements Strategy and Planning

**SALARY**: R854 154 – R976 635 per annum (All inclusive package) (Appointment will be based on years of experience gained after registration based on the applicable Occupational Specific Dispensation)  
**CENTRE**: Pretoria  
**REQUIREMENTS**: Applicants must have a B degree in Urban/ Town and Regional Planning or relevant qualification. Six years post qualification professional experience required. Valid driver’s license Compulsory registration with SACPLAN. Applicant must also be competent in the following: Programme and project management, T & R principals and methodologies, research and development, computer-aided applications, T & R knowledge of legal compliance, creating high performance culture, technical consulting, and professional judgement. Applicants must display the following generic competencies: good decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication skills, computer literacy, delegation and development of others, planning and execution, ability to manage conflict, problem solving and analysis, insight, people management skills, change management.  
**DUTIES**: The successful candidate will be responsible for: future forecasting (which will include: Estimates the future needs for housing, business and industrial sites, community facilities and open spaces in order to meeting the needs of expansion and renewal; lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning; lead and manage the application of town and regional planning principals in land development, provide technical assistance to professional teams on all aspects regarding town and regional planning projects; ensure adherence to legal issues and requirements involving community development and changes in housing and building codes; monitor the implementation of development in
compliance with applicable legislation and town and regional planning standards and guidelines; formulated and interpret planning legislation, guidelines, policies and regulations; management site clearance standards as agreed with Project managers, Planning and design of sustainable human settlements; compilation of spatial development frameworks (SDF) (as part of the IDP processes). Financial Management: Ensure the availability and management of funds to meet the MTEF objectives. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principals; allocate, monitor, control expenditure according to budget to ensure efficient cash flow management; Governance: Allocate, monitor and control resources; compile risk logs and management significant risks according to sound risk management practise and organisational requirements; manage and implement knowledge sharing initiatives eg: short-terms assignments and secondments within and across operations; People Management: manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base according to the organisational needs and requirements; manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr. MC Ramalepe Tel No: (012) 444 9113
APPLICATIONS : Must be posted to PO Box 11506, Tiewerpoort, 0056, via email: dohs@ursonline.co.za.
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900
NOTE : Female candidates and people with disabilities are encouraged to apply.

POST 43/19 : DEPUTY DIRECTOR: PROJECT RESOURCING REF NO: DOHS/43/2018
3 Year Contract
Branch: Programme and Project Management Unit
Chief Directorate: Programme and project Planning

SALARY : R697 011 per annum (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must have an appropriate three (3) year degree/national diploma in Project Management required to perform the job and not personal qualification plus 3 -5 years appropriate managerial experience. The successful applicant must have Good written and verbal communication skills Computer literacy; Good analytic and problem solving skills; Prescripts policies and practices; the candidate must be Client orientated/ customer focused with good people management skills; must have a valid driver’s license. The knowledge of good practice and initiatives for efficient and effective administration and decision making will be an advantage. Knowledge and understanding of financial prescripts and practices.

DUTIES : Formalizing of build and environment frameworks and standards. Evaluate the compliance with frameworks and standards and recommend remedial measured. Develop and implement measures for the provision of project management resources. Develop and implement guidelines to regulate and direct project funding streams. Monitor and evaluate project funding streams. Promote the development and implementation of remedial measures.

ENQUIRIES : Mr. MC Ramalepe Tel No: (012) 444 9113
APPLICATIONS : The Director-General, Department of Human Settlements, Private Bag x644, Pretoria, 0001 or Hand delivery 260 Justice Mohammed Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
FOR ATTENTION : Ms N Nortman
NOTE : Female candidates and people with disabilities are encouraged to apply.
The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

APPLICATIONS: IPID Private Bag X 25, Johannesburg, 2000 or Hand deliver to 20 Albert Street, 8th floor Braamfischer towers, Marshall Town, Johannesburg 2000.

FOR ATTENTION: Ms M Tshabalala

CLOSING DATE: 09 November 2018 at 16h30

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.

OTHER POST

POST 43/20: PRINCIPAL INVESTIGATOR REF NO: Q9/2018/39 (X2 POSTS)

SALARY: R356 289 per annum (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act)

CENTRE: Gauteng

REQUIREMENTS: A minimum of Grade 12 certificate and five (5) years’ proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver’s license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. Be competent and fit to handle a firearm or must be willing to undergo such a test. Wiling to perform standby and overtime duties. Skills and competencies: Analytical thinking, problem solving and decision making skills. Competent in interviewing, report writing as well as verbal and written communication skills. Client orientation and customer focus. Results-driven.

DUTIES: Supervise Senior Investigators by providing guidance on the investigation of complaints in line with the IPID’s legislative imperative and Standard Operating Procedure. 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 victims or their next of kin and other relevant stakeholders regarding progress of the investigation. Stakeholder management. 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 etc. 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 report at the conclusion of each investigation. Update electronically the status of each case on the database.

ENQUIRIES  :  Ms K Mothusi Tel No: 011 220 1500
JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

APPLICATIONS: The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001

CLOSING DATE: 09 November 2018

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (including Senior Certificate/Matric) and ID document (Driver’s license where applicable) not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services does not accept applications via fax or email.

NOTE: Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the above/below posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant.

OTHER POSTS

POST 43/21: REGIONAL INSPECTOR REF NO: JI 83/2018 (X1 POST)

Directorate: Legal Services

SALARY: R299 709 per annum (Level 08)

CENTRE: Bloemfontein

REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior certificate. 3 year relevant tertiary qualification in Criminal Justice or relevant field on NQF 6 as recognized by SAQA. 1-3 years relevant working experience (interviewing, taking of statements and investigative report writing). Assertive, ability to work effectively without supervision but also in a team. Unendorsed driver’s license is essential as well as willingness to travel extensively at short notice (including weekends). Proficiency in English and at least one other official language.

DUTIES: The successful candidate will be responsible to conduct inspections and investigations at correctional centres in the region. Compile reports of completed inspections and investigations and refer it to the Manager: Inspections/investigations. Administrative tasks related to inspections and investigations in the Management Region. Profiling of correctional centres and perusing reports received from Independent Correctional Centre Visitors (ICCV’s) in the region. Deal with unresolved complaints received from Visitors Committee meetings in the region.

ENQUIRIES: Mr L De Souza Tel No: 021 421 1012/

POST 43/22: VISITORS COMMITTEE COORDINATOR – VCCO (X9 POSTS)

SALARY: R242 475 per annum (Level 07)

CENTRE: Centurion Ref No: JI 84/2018 (X2 Posts)

Bloomfontein Ref No: JI 85/2018 (X3 Posts)

Durban Ref No: JI 86/2018 (X3 Posts)

East London Ref No: JI 87/2018 (X1 Post)

REQUIREMENTS: Applicants must be in possession of a Senior Certificate/Grade 12, three (3) year Degree/National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA or equivalent qualification. 3-5 years clerical experience within...
correctional services environment or related. Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations; A valid driver’s licence. Skills and Competencies: Computer literacy sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills.

**DUTIES**

The successful candidate will be responsible to supervise the work of Independent Correctional Centre Visitors (ICCVs) provide support to the Independent Correctional Centre Visitors (ICCVs). Attend to Visitors Committee/Stakeholders meetings. Conduct performance audits/ assessments; arrange inductions/training and attend to disciplinary matter related to ICCVs. Monitor all mandatory complaints according to policy. Capture unresolved complaints from VC meeting on the system. Rendering of administrative support services to the Independent Correctional Centre Visitors. Manage the relationship with stakeholders (good working relationships).

**ENQUIRIES**

Ms P Luphuwana/Ms Suliman Tel No: 021 421 1012

**POST 43/23**

**ADMINISTRATIVE CLERKS (X2 POSTS)**

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Durban Ref No: JI 88/2018
East London Ref No: JI 89/2018

**REQUIREMENTS**

Applicants must be in possession of a Grade 12 /Senior Certificate. 1-3 years relevant working experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities. Computer literate (Word, Excel, Access, PowerPoint & Outlook). Driver’s license an added advantage.

**DUTIES**

The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Fill in for reception duties when required.

**ENQUIRIES**

Ms P Luphuwana/Ms Suliman Tel No: 021 421 1012
APPLICATIONS: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman.

FOR ATTENTION: Ms N Maseko/ Ms T Sibutha

CLOSING DATE: 09 November 2018

NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a driver’s licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

POST 43/24: DEPUTY DIRECTOR: INFORMATION SYSTEMS AUDIT REF NO: DMR/18/0056

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

CENTRE: Head Office, Pretoria

REQUIREMENTS: A three-year tertiary qualification in Internal Audit, Accounting, Information Systems/Technology or relevant qualification coupled with relevant experience of which three 3 years must be at an Assistant Director level; Knowledge: IIA Standards, COSO, COBIT, ITIL, DPSA ICT, Governance Framework, PFMA, Treasury Regulations, King IV, Public Service Regulations and policies; Skills: Leadership, Interviewing and investigating skills, Computer literacy, Coaching skills, Communication skills ( verbal and written); Communication: Verbal and Written; Creativity: Information evaluation, decision-making creativity, ability to interact freely with management at all levels, ability to motivate team etc.

DUTIES: Provide input to the enhancement of audit methodologies and technology. Conduct research for Internal Audit unit. Give input into the development of the three-year rolling Internal Audit Plan. Compile an annual audit plan. Oversee and guide the planning and execution of audit projects. Review the quality of work performed to ensure that audits are executed in line with applicable auditing standards and other relevant laws and regulations. Evaluate, monitor and update the internal audit training and development plan. Maintain a register of audit projects and findings and monitor implementations and adherence to audit recommendations. Attend and participate in Steering committee and sub-committee where required. Review/conduct performance assessment. Coach, Lead, train and develop new team members. Build relationship with clients, external auditors, other assurance providers.

ENQUIRIES: Ms E Lavhengwa 012- 444 3211

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

POST 43/25: ASSISTANT DIRECTOR: SYSTEMS APPLICATION REF NO: DMR/18/0057

SALARY: R356 289 per annum (Level 09)

CENTRE: Head Office, Pretoria
**REQUIREMENTS**

An appropriate Degree / National Diploma in Information Technology/Computer Science. A minimum of 3 years Software Development experience is required. Knowledge and experience of .net or JAVA is required. Enterprise/Solution/technical Architecture exposure will be advantage PLUS the following key competencies:

Knowledge: .net (ASP, MVC, HTML, CSS, Javascript) WebSite content management EDMS (i.e. Sharepoint) Database design (i.e. MS SQL), GIS System Analysis Tools and techniques, SDLICE, Application Testing, Solution Design techniques

Skills: Analytical, Programming Skills, Interpersonal skills, Training skills, Workshop facilitation skills, Problem Solving skills, Team Working; Project Management, Research /skills,

People Management skills; Creativity: Ability to organize /prioritise/initiate work activities/gather information/perform well under pressure/lean quickly and be innovative.

**DUTIES**

Development experience in multiple languages including Java, JavaScript, RESTful web services, .net and forth generation languages. Participate in planning, definition, and high-level design of the solution. and explore solution alternatives. Identify and maximise opportunities to use information technology to improve services. Investigate, analyse and develop Departmental processes and systems. Co-ordinate/ facilitate user acceptance testing and training workshops. Introduction of modern technologies for system improvements. Implement information security protocols and regulation. Promote the use of technology as a key enabler for service delivery and transformation. Mentor and guide junior Developers/Analysts.

**ENQUIRIES**

Ms Mr Kgoshi Malefo ☎️012 444 3086

**NOTE**

Shortlisted candidates will be required to write a competency test. Coloureds, Indians as well as people living with disabilities are encouraged to apply.

**POST 43/26**

ACCOUNTING CLERK: ACCOUNTS PAYABLES  
REF NO: DMR/18/0058

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

A Grade 12 with relevant experience in Accounts Payable or General Expenditure. Degree / National Diploma in Accounting / Auditing or Finance related field will be an added advantage. Plus, the following competencies; Knowledge: BAS, LOGIS, PFMA, Treasury Regulations and other relevant legislations, SCOA. Skills: Good interpersonal skills, Analytical Skills, Computer literate including skills in Excel; Communication: Good verbal and written communication; Creativity: Problem solving skills, innovative and able to work under pressure.

**DUTIES**

Check and verify the validity of invoices, record and dispatch batch to Supply Chain Management. Reconcile and capture sundry and transfer payments on BAS. Verify allocations, check completeness of documents Identify and prepare documentation on irregular/fruitless expenditure incurred and communicate there on. Create payees on BAS and maintain database of payees. Maintain invoices and disbursements registers, statistics and follow up on outstanding invoices. Handle all correspondence related to sundry and order invoice and provide Auditor-General with information when requested. Enforcing compliance with regard to PFMA, Treasury Regulation, Policies, Procedures and other relevant prescripts.

**ENQUIRIES**

Ms Lerato Mashilwane ☎️(012) 444 3098

**NOTE**

Coloureds, Indians as well as people with disabilities are encouraged to apply.
MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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

CLOSING DATE : 12 November 2018 at 16:00
NOTE : All applicants must be SA Citizens/Permanent Residents. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report on their qualification(s). It is compulsory that all applicants declare any pending criminal, disciplinary or any other allegations or investigations against them. The successful candidate will be subjected to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, ID and certified copies of qualifications (certification should not be more than six (6) months). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments. We thank you for the interest shown in MISA.

MANAGEMENT ECHELON

POST 43/27 : DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MISA/SCM/1

SALARY : R1 005 063 – R1 183 932 Total Cost Package per annum
CENTRE : MISA Head Office, Centurion

DUTIES : The successful candidate will perform the following duties: Formulate and advise on the Supply Chain Policy and Relevant Legislation. Demand Management. Acquisition Management. Asset Management. Risk and Audit Management. Staff Management whereby the employee will be Responsible for the implementation and control of a performance management system in the department, Responsible for the overall success of the staff in the department ensuring duties are executed on time within budget and in charge of the training needs for supply chain for the whole organization ensuring continued update to legislation.

ENQUIRIES : Mrs Molatelo Ramabu @ 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to applications1@pmrmedia.co.za
POST 43/28 : DIRECTOR: FRAMEWORK CONTRACTS AND INFRASTRUCTURE PROCUREMENT REF NO: MISA/FCIP/2 (X2 POSTS)

SALARY : R1 005 063 – R1 183 932 Total Cost Package per annum
CENTRE : MISA Head Office, Centurion

DUTIES : The successful candidate will perform the following duties: Develop Demand Management Plan for framework contracts. Establish framework contracts for infrastructure procurement. Ensure that framework contracts are published on the National Treasury website. Develop process flow for utilization of framework contracts by municipalities and other organs of state. Oversee and manage development of the User manual for framework contracts. Oversee and monitor utilization of framework contracts. Facilitate and manage the development of stakeholder management plan for framework contracts. Facilitate and manage development of the framework contracts roll out plan to municipalities. Manage the implementation of the framework contracts roll out plan. Facilitate and manage development of national framework for contracting. Generate monthly reports on framework contracts.

ENQUIRIES : Mrs Molatelo Ramabu @ 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to applications2@pmrmedia.co.za

OTHER POSTS

POST 43/29 : CHIEF ENGINEERS (CIVIL) REF NO: MISA/EC/3 (X2 POSTS)
Branch: Technical Support Services

SALARY : R991 281 - R1 880 367 per annum (total cost package) (OSD)
CENTRE : Free State
Eastern Cape

DUTIES : The successful candidate will perform the following duties: Provide strategic direction for Civil Engineering services in accordance with South African Policies, Act, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Manage the diagnostic process of the identified municipalities (poor performing). Manage the Assessment of municipal infrastructure planning, development, implementation and operation & Maintenance requirement of municipalities. Manage municipal support in infrastructure life cycle covering Prefeasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project and contract management. Manage the development, review and the implementation of municipal sector master plans.
ENQUIRIES: Mrs Molatelo Ramabu @ 072 312 7257
APPLICATIONS: Please forward your application, quoting the relevant reference number, to applications3@pmrmedia.co.za

POST 43/30: DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING SERVICES REF NO: MISA/MAS/4

SALARY: R697 011 – R821 052 Total Cost Package per annum
CENTRE: MISA Head Office, Centurion
REQUIREMENTS: An appropriate National Diploma or Degree in Accounting/ Financial Management or Equivalent qualification at NQF 6 with 3 - 5 years relevant experience in the finance field. Generic competencies: Planning, Organizing and Coordination. Problem Solving & Decision Making. Project Management. People Management and Empowerment. Client Orientation and Customer Focus. Team leadership. Diversity Management and Communication (Verbal and written). Technical competencies: Knowledge and understanding of: The Public Finance Management Act (PFMA); Treasury Regulations; General Recognized Accounting Practice (GRAP); Pastel and Division of Revenue Act (DoRA). Budget variance preparation and analysis. Review and / or preparation of adjusting/ correcting journals e.g. accruals, reallocations. Assisting core functions with financial data e.g. expenditure to date. Preparation of presentations to management of Budget and AFS. Ad hoc request from CFO. Manage Financial Statements preparation (Quarterly and Annual) on Case ware and preparing National Treasury Template. Approve petty cash reconciliation.

DUTIES: The successful candidate will perform the following duties: Revenue and Petty cash Management. Manage departmental expenditure system. Management of all accounting and bookkeeping functions. Manage the Department's expenditure and payments system (Budget Management for Municipal Infrastructure Support Agent (MISA). Manage salary administration and cash flow processes. Ensure effective internal financial controls and implementation of financial policies and procedures. Manage the year-end Audit processes related to Finance. Manage the preparation of monthly management accounts and the Interior and Annual Financial Statements.

ENQUIRIES: Mrs Molatelo Ramabu @ 072 312 7257
APPLICATIONS: Please forward your application, quoting the relevant reference number, to applications4@pmrmedia.co.za

POST 43/31: PROFESSIONAL ENGINEERS (CIVIL) REF NO: MISA/PE/5 (X11 POSTS)

SALARY: R679 338 – R 1 036 557 Total Cost Package per annum (OSD)
CENTRE: All Nine (9) provinces. Candidates must indicate their preferred provinces of deployment in their applications; however, it will be in MISA’s discretion to deploy candidates in each province according to the provincial needs (2 posts might be on one province), both on appointment and during the course of employment.

DUTIES: The successful candidate will perform the following duties: Provide support on Civil Engineering services in accordance with South African Policies, Acts, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, operation and Maintenance requirements of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/
project and contract management. Support in the development, review and the implementation of municipal sector master plans.

**ENQUIRIES**
Mrs Molatelo Ramabu @ 072 312 7257

**APPLICATIONS**
Please forward your application, quoting the relevant reference number, to applications5@pmrmedia.co.za
OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representation (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. The OCJ is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply.

APPLICATIONS
National Office: Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685.

FOR ATTENTION: HR Directorate
CLOSING DATE: 09 November 2018
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted. Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service.

OTHER POST
POST 43/32:
DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: 2018/290/OCJ
(Salary: R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement)
CENTRE: National Office: Midrand

REQUIREMENTS: Applicants must be in possession of an appropriate tertiary qualification at NQF level 6/7 in Information Systems, Informatics, Computer Science or internal auditing. An Additional professional certification to IT Audit domain such as Certified Financial Systems Auditor, Certified Information System Auditor, Certification in Control Self – Assessment, Certified Government Auditing Professional, or certified Internal Auditor will be an added advantage. A minimum of five (5) years’ experience in Information Technology Auditing and three (3) year internal audit supervisory/management experience (ASD). A minimum of two (2) years specific experience in Audit Technology. Ability and willingness to travel extensively across the country. Valid code B driver’s license. Skills and Competencies: Detailed knowledge of IT auditing in at least three (3) areas: Strategic/ Operational perspective – IT Governance, IT Risk Management, IT Strategy; IT Contracts and Service Level Agreements; Information Security: IT Policies and Procedures; IT Licensing; It Project Management; IT Audit Standards; Business continuity and Disaster Recovery. Application perspective – Applications Control Review; Business process mapping and Data Analysis. Technical perspective – General Control Reviews; Networking, firewalls, Routers, Web Applications, External and Internal Threats and Vulnerability Assessment, Virtual Private Network, Wireless, Encryption, operating system, Database, Physical Security and Information Security. Behavioural Competencies includes Client Service Orientation; Effective
communication skills (written and verbal; Concern for quality and order; Time Management and ability to work under pressure; People Development and Management; Result Orientation; Problem Solving and analysis; Resource planning and presentation skills.

**DUTIES**

Contribute to the development and alignment of the three (3) year rolling audit plan and detailed annual IT audit plan based on the risk profile of the organization and is responsive to the business environment; Manage and execute the Information Technology Audits in line with the Annual Audit Plan; Manage the IT audit reporting processes to stakeholders as well as maintaining the findings register; Ensure quality assurance of all IT audit files and reports; Manage the Internal Audit technology to meet the requirements of the Internal Audit methodology and the Quality Assurance and Improvement Programme; Identify areas for improvement to ensure a sustainable Audit Strategy, IT Audit Methodology and Resource Plan to ensure continuity of IT audit services; Keep abreast of global trends, new developments in the IT audit; Manage IT Audit resources effectively and efficiently to ensure delivery and overall achievement of IT Audit objectives; and Develop the training plan for IT Audit Sub-Unit to develop and retain capacity.

**ENQUIRIES**

Ms L Mothemane / Ms C Gideon Tel No: (010) 493 2500
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

Mmabatho Regional: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile

Pretoria Regional: The Regional Manager, Department of Public Works, Private Bag X 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M Masubelele.

CLOSING DATE: 09 November 2018

NOTE: Those who applied previously are encouraged to re-apply.

ERRATUM: Kindly note that the following posts advertised on Public Service Vacancy Circular 42 dated 19 October 2018, Deputy Director: Supply Chain Management with Ref No: 2018/106A-C, Deputy Director: Provisioning/Logistics Management with Ref No: 2018/107 and Deputy Director: Finance with Ref No: 2018/108A-B was advertised erroneously with the incorrect salary of R826 053 the correct salary is R697 011, Assistant Director: Movable Asset with Ref No: 2018/117 was advertised erroneously with the incorrect salary of R444 693 the correct salary is R356 289, Senior Admin Clerk: Cashier with Ref No: 2018/158 was advertised with the incorrect salary of R196 40, the correct salary is R163 563, Security Officers with Ref No: 2018/165 were advertised with the incorrect Salary of R136 800, the correct salary is R115 437, Deputy Director: Facilities Management with Ref No: 2018/111B (Nelspruit) and Senior Administrative Officer: Legal Contracts with Ref No: 2018/147 has been withdrawn, Assistant Director: Acquisition with Ref No: 2018/128 was advertised with the incorrect title, the correct title is Assistant Director: Demand Management.

OTHER POST

POST 43/33: ASSISTANT DIRECTOR: INTERNAL CONTROL (X2 POSTS)

Re-Advertisement

SALARY: R356 289 per annum

CENTRE: Pretoria Regional Office Ref No: 2018/132A (X1 Post)
Mmabatho Regional Office Ref No: 2018/132B (X1 Post)

REQUIREMENTS: A three year tertiary qualification in Financial Management/Supply Chain Management/Auditing with appropriate working experience in finance and/or supply chain management; Relevant Management experience; Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP); International standards and property industry; Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS); Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework; Tender Solutions Suites; CT Procurement; Skills: Communication skills both written and verbal; Interpersonal skills; Administrative skills; Report writing; Problem solving skills and decision-making skills; Numerical, analytical and financial skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels; Assertiveness, accuracy and attention to detail; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; Valid driver’s license; Willingness to travel and work irregular hours.

DUTIES: The effective implementation of internal compliance impacting on Finance, Supply Chain Management and Legal Contract performance; Monitor whether finance and supply chain objectives are consistent with Government’s broader policy; Ensure that the Departmental SCM processes are aligned with those standards that support international best practice and National Treasury’s prescripts; Ensure that the reduction of regional economic disparities is promoted; Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes;
Coordinating internal compliance review and monitoring activities; Review and provide inputs for the updating of SCM standard operating procedure manual and delegations document and policy for the Department; Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury; Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis; Reporting non-compliant/irregularities to National treasury monthly; Compile report on Non-compliance for condonation for purpose of Financial statements; Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties; Make follow up on cases of financial misconduct referred to investigations; Adopt systematic approach to prevent the risk; Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties; Supervise staff and employment-related processes. Reporting non-compliant/irregularities to National treasury monthly.

ENQUIRIES
Mr MJ Maluleke, (PTA) Tel No: 012 492 3189
Mr A Matseke (Mmabatho) Tel No: 018 386 5268
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

09 November 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. Reasonable accommodation shall be applied for People with Disabilities including where a driver’s licence is a requirement in a non-Occupational Specific Dispensation (OSD) post. 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. 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.

ERATTUM: kindly note that the post of Project Coordinator: Land Rights with Ref No: 3/2/1/2018/376 for the Directorate: Tenure Reform Implementation: Western Cape (Cape Winelands/Overberg) advertised in Public Service Vacancy Circular 42 dated 19 October 2018 has reference: The District has been amended to Cape Metro/West Coast District and the closing date shall remain 02 November 2018. The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

POST 43/34

DIRECTOR: LAND TENURE AND ADMINISTRATION INFORMATION MANAGEMENT, RISK AND COMPLIANCE REF NO: 3/2/1/2018/382

Chief Directorate: Programme Management and Service Delivery Coordination

SALARY

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

CENTRE

Pretoria

REQUIREMENTS

Bachelor’s Degree or Advanced Diploma in Information Management or Risk Management (NQF Level 7). 5 years’ relevant experience in senior/middle management. Job related knowledge: Departmental policies, prescripts and practices pertaining to Information Management Risk and Compliance, Understanding of sector needs and business requirements, Policy Development and Monitoring and Evaluation, Understanding of Government Development Policies (e.g. National Development Plan, National Growth Path etc), Research Methodology, Information Management, Risk and Compliance Frameworks. Job related skills: Project Management, Research, Communication, Presentation and Reporting, Computer Literacy and Analytical. A valid driver’s licence.

DUTIES

Ensure compliance with all relevant departmental frameworks pertaining to Information Management, Risk and Compliance. Facilitate and coordinate the management of risk and compliance. Lead, manage and advise on prioritisation and alignment of strategic projects, initiatives, business planning within the Directorate. Coordinate the development and implementation of Integrated Management Plans. Ensure the implementation of the action plans for both audit and risks. Ensure effective management of compliance with legislation, regulations, Departmental policies and procedures. Coordinate the design and implementation of operational plans with relevant Directors/Deputy Directors and track progress. Manage provision of information management services. Liaise and interact with Provincial Offices and relevant stakeholders. Continually monitor and oversee the coordination of information management to all relevant stakeholders. Ensure timeous reporting to and from Provinces and manage verification of reports. Ensure management and maintenance of information management database. Promote effective management of information as a strategic enabler for reporting. Manage the implementation of the action plans for Information Management Risk and Compliance. Ensure development and training of the members in the Department and Strategic Partners in relevant matters to guarantee the effective packaging of the action plans submissions. Draft and submit compliance checklist reports that are required for approval process by the Deputy Director-General and Executive Authority. Ensure compliance with all audit requirements. Ensure the implementation of quality and risk management frameworks, standards and practices within the Branch. Liaise with internal and external stakeholders pertaining to information management, risk and compliance. Interact and provide support to Provincial Offices and relevant stakeholders. Ensure effective reporting to ministerial enquiries. Manage human, financial and other resources of the Directorate. Manage and supervise human resource of the Directorate. Manage the procurement of items for the Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

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

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

OTHER POSTS

Directorate: Strategic Land Acquisition

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

CENTRE: Western Cape (Clanwilliam)

REQUIREMENTS: Bachelor’s Degree/National Diploma in Agriculture, Agricultural Economics, Economics or equivalent qualifications. 3 - 5 years’ relevant experience in the agricultural or related field. Job related knowledge: Land Reform: Provision of Land and Assistance Act, Land Reform: Land Tenants Act, Agrarian Transformation as well as Key Priorities of Government, Comprehensive Rural Development Plan (CRDP), Recapitalisation and Development Programme, Relevant prescripts pertaining to Land Reform and Redistribution. Job related skills: People and Strategic Management, Strategic thinking, Writing and communication. A valid driver’s licence.

DUTIES: Manage the provision of Land Acquisition and Warehousing Services. Development of Regional Strategy. Use Proactive Land Acquisition Strategy (PLAS) to acquire land.
Provide land to small holder farmers. Monitor implementation at the District. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of Service Level Agreements on leased assets with beneficiaries and caretaker or Service Provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of Land Reform Strategic Institutional Partnership. Ensure assessment of company legal compliance for the formation of Institutional Partnership. Ensure assessment of the risk profile and Business Plan of Strategic Partner to determine the business of compatibility between the Service Provider and the beneficiaries. Provide District Land Acquisition Services. Manage the implementation of Redistribution Programmes. Manage the identification and selection of potential Recapitalisation Project. Conduct the analysis and selection of CRDP projects based on agricultural assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partner for the development of Business Plans. Prioritise selected projects in accordance with the Agricultural Land Holding Policy Framework and State Land Disposals Policy. Implement recapitalisation project procedure within the relevant Policy and programme guidelines. Analyse and assess Recapitalisation Business Plans. Liaise with relevant stakeholders regarding Recapitalisation Projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnership between emerging and established farmers. Create linkage between agricultural produce retailers and small farmers through procurement and contracting. Monitor the maintenance of accurate and accessible Recapitalisation Project support requirements. Facilitate the provision of mentorship strategic to the Black Emerging Farmers. Facilitate the provision of co-management arrangement, share equity arrangement and contract farming support on recapitalisation projects. Manage human, financial and other resources of the Directorate. Manage and supervise human resources of the sub directorate. Manage and monitor finances of the sub directorate. Manage the procurement of items for sub directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

APPLICATIONS

Applications can also be submitted by post: Private Bag X10, Mowbray, 7705 or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

NOTE

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

POST 43/36

DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2018/384

Directorate: Strategic Land Acquisition

SALARY

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

CENTRE

Limpopo (Vhembe/Mopani District)

REQUIREMENTS

Bachelor's Degree/National Diploma in Agriculture, Agricultural Economics, Economics or equivalent qualifications. 3 - 5 years' relevant experience in the agricultural or related field. Job related knowledge: Land Reform: Provision of Land and Assistance Act, Land Reform: Land Tenants Act, Agrarian Transformation as well as Key Priorities of Government, Comprehensive Rural Development Plan (CRDP), Recapitalisation and Development Programme, Relevant prescripts pertaining to Land Reform and Redistribution. Job related skills: People and Strategic Management, Strategic thinking, Writing and communication. A valid driver’s licence.

DUTIES

Manage the provision of Land Acquisition and Warehousing Services. Development of Regional Strategy. Use Proactive Land Acquisition Strategy (PLAS) to acquire land. Provide land to small holder farmers. Monitor implementation at the District. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of Service Level Agreements on leased assets with beneficiaries and caretaker or Service Provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of Land Reform Strategic Institutional Partnership. Ensure assessment of company legal compliance for the formation of Institutional Partnership. Ensure assessment of the risk profile and Business Plan of Strategic Partner to
Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand delivered to: 61 Biccard street, Koos Smut Building, Polokwane 0700.

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

Post 43/37: Deputy Director: Supply Chain and Facilities Management Services

Ref No: 3/2/1/2018/385

Directorate: Financial and Supply Chain Management Services

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

Centre: Western Cape (Cape Town)

Requirements:

Duties:
- Manage Demand Management Plan and acquisition of goods, services and assets. Ensure that goods and services are procured in accordance with Supply Chain Management prescripts. Manage advice on and support bid processes and contract management functions. Provide guidance and support to bid committees and check bid documents for compliance. Serve as member of various bid committees. Ensure proper financial management control and compliance with delegation regularly. Monitor irregular expenditure, non-compliance and wasteful expenditures in procurement processes and report thereon. Advice on supply chain risk controls and fraud prevention. Provide support to Regions/Client Offices as required. Monitor compliance in Supply Chain Code of Conduct. Provide the budgetary matters to the Director when required. Manage implementation of Service Level Agreements between Client Offices and Provincial Shared Service Centre as well as National. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Provide logistics and transport services. Manage the logistical management system.
Monitor the supply chain performance. Manage and control the assets of the Department. Provide support to the Regions/Client Offices as required. Report to National Office on supply chain management matters monthly. Coordinate audit reports quarterly and on a yearly basis. Provide Asset and Facilities Management Services. Manage the Departmental Asset Register according to the procedure. Manage the receipts of goods and services when required. Manage the safeguard of stores and equipment on daily basis. Provide support to Regions/Client Offices as required. Identify service delivery needs of clients when necessary.

APPLICATIONS: Applications can also be submitted by post: Private Bag X10, Mowbray, 7705 or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

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

POST 43/38: DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT
REF NO: 3/2/1/2018/386 (X2 POSTS)
Directorate: Rural Enterprise and Industrial Development

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

CENTRE: Western Cape (Cape Town Metro/West Coast and Cape Winelands/Overberg)


DUTIES: Reduce household poverty in accordance with CRDP. Identify wards for household profiling. Mobilise resources for household profiling. Conduct household profiling. Analyse household profiling reports. Present household profiling reports to stakeholders. Facilitate the development of rural enterprise and industries. Attend local and District Intergovernmental Relations Forum (IGR) forums to present Departmental programmes. Identify potential enterprises to be supported by the Department and aligned to the mandate. Compile submissions for approval by committees. Facilitate establishment and support of primary cooperatives. Identify organised rural people. Conduct cooperative workshops. Register cooperatives. Organise relevant trainings for cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives. Promote rural businesses development and facilitate rural development financing. Organise financial institutions to assist in co-funding the rural enterprises. Coordinate the implantation of the Agriparks Programme in the Cape Metro/West Coast and Cape Winelands/Overberg. Ensure that the District committees are operational. Align District plans to the Agriparks Programme. Identify projects aligned to the Agriparks Programme. Manage the implementation of Agriparks. Coordinate the identification of one household one hectare projects and provide support. Identify one household one hectare sites. Conduct household profiling. Present submissions for approval. Manage implementation of the projects.

APPLICATIONS: Applications can also be submitted by post: Private Bag X10, Mowbray, 7705 or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

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

POST 43/39: DEPUTY DIRECTOR: FINANCE
REF NO: 3/2/1/2018/387
Directorate: Quality Assurance and Administration

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

CENTRE: Western Cape (Cape Town)

REQUIREMENTS: Bachelor Degree/National Diploma in Financial Management or Financial Accounting. 3 - 5 years’ supervisory experience in a finance environment. Job related knowledge:

**DUTIES**: Manage financial accounting functions for the Chief Directorate. Management of allocated budget and projections of the Medium Term Expenditure Framework (MTEF), adjustment, shifting and annual and monthly projections. Preparation of monthly management reports and presentations. Manage the Chief Directorate budget. Monitoring accounts payables and expenditure management. Prevention of unauthorised, irregular and fruitless expenditure. Effective management of risk. Management of audit findings and recommendations. Provide project financial support. Management of suspense accounts and the commitment register. Provide Supply Chain Client Relations Management. Manage the interaction between Supply Chain Management and with clients for improved services and provide feedback with regards to the procurement of goods and services.

**APPLICATIONS**: Applications can also be submitted by post: Private Bag X10, Mowbray, 7705 or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

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

**POST 43/40**

**DEPUTY DIRECTOR: PROJECT MANAGEMENT OFFICE REF NO: 3/2/1/2018/388**

**Directorate: Services Delivery Coordination**

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

**CENTRE**: Northern Cape (Kimberley)


**DUTIES**: Facilitate project documentation by identifying project life milestones and tasks and undertaking analysis. Develop templates and related project documentation. Ensure effective and efficient reporting. Define requirements and planning the project life cycle deployment. Participate in the annual performance planning, Convert Operation Plans into projects. Monitor project progress according to baseline Project Plans. Identify key issues and troubleshooting of complex clients and project requests. Monitor issues registers and Risk Registers of projects. Track and monitor audit findings related to projects. Implement the Department project management practices that ensure the integrity and quality of project deliverables. Streamline the core business of Enterprise Project Management Office (EPMO) across spheres of Government. Build and maintain relationships with National, Provincial and District Offices. Support and drive EPMO change management initiatives. Facilitate deployment strategies for new projects, including scope and timeline. Establish mechanisms to implement adhoc and urgent projects. Establish and maintain relationship with external stakeholders.

**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 43/41**

**SENIOR LEGAL ADMINISTRATION OFFICER: LITIGATION REF NO: 3/2/1/2018/389**

**(X3 POSTS)**

**Directorate: Litigation**

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

**CENTRE**: Pretoria

**REQUIREMENTS**: 4 year legal degree (B Proc/LLB Degree) or as otherwise determined by the Minister of Justice and Constitutional Development. 8 years appropriate post qualification legal

**DUTIES**

Institute and defend court litigation on behalf of and against the Department. Conduct research on the subject matter. Provide proper instruction to the State Attorney. Compliance with the court rules. Provide legal opinions related to litigation matters. Research the relevant laws, precedents and facts of the case. Submit opinion to clients. Provide professional legal support and advice to the Director: Litigation as and when required. Attend to all delegated instructions/tasks. Participate in various technical committees, task teams and similar bodies. Provide necessary advise as and when required. Draft and/or edit legal documents. Research the subject matter. Produce high quality document.

**APPLICATIONS**

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

**NOTE**

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

**POST 43/42**

**SENIOR LEGAL ADMINISTRATION OFFICER REF NO:** 3/2/1/2018/390

**Directorate:** Support Services

**SALARY**

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

**CENTRE**

Mpumalanga (Nelspruit)

**REQUIREMENTS**

LLB Degree as determined by the Minister of Justice and Constitutional Development. 8 years’ post qualification experience in the relevant field. Job related knowledge: SA Law. Job related skills: Ability to interpret the law, Ability to research the law, Writing, Presentation, Client Relations, Communication, Computer Literacy, Managerial. A valid driver’s licence. Preparedness to travel.

**DUTIES**

Manage all legal matters emanating from the various staff and line functions. Compile Memorandum of Understanding (MOU), Service Level Agreements’ and industrial partnerships with Service Providers, Municipalities and other internal and external stakeholders. Provide advice, opinions, engage and compile contracts, agreements, correspondence with/to Service Providers, Lessee’s, Farm Owners and other internal and external stakeholders. Advice on governance and legal matters. Manage litigation on behalf of the Provincial Shared Service Centre. Engage National Office Legal Services, State Attorney of Counsel on matters. Draft/Compile or edit legal correspondence. Assess, amplify and research relevant law and formulate and draft opinions. Draft/edit/review correspondence and send to client. Assist Human Resource with Labour Relations matters. Draft charge sheets in misconduct cases. Represent the Provincial Shared Service Centre in disciplinary hearings, conciliations and arbitration.

**APPLICATIONS**

Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th Floor, Nelspruit, 1200.

**NOTE**

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

**POST 43/43**

**SENIOR LEGAL ADMINISTRATION OFFICER REF NO:** 3/2/1/2018/391

**Directorate:** Support Services

**SALARY**

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

**CENTRE**

Northern Cape (Kimberley)

**REQUIREMENTS**

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

**DUTIES**

Manage all legal matters emanating from the various staff and line functions. Compile Memorandum of Understanding (MOU’s), Service Level Agreements (SLA’s) and Institutional Partnerships with Service Providers, Municipalities and other internal and external stakeholders. Provide advice, opinions, engage and compile contracts/agreements/correspondence with/to Service Providers, Lessee’s, Farm
Owners and other internal and external stakeholders. Advise on governance and legal matters. Manage litigation on behalf of the Provincial Shared Service Centre. Engage National Office Legal, State Attorney or Counsel on matters. Draft/compile or edit legal correspondence. Assess, amplify and research relevant law and formulate and draft opinions. Draft/edit/review correspondence and send to clients, internal/external party. Assist Human Resource with Labour Relations matters. Draft charge sheets in misconduct cases. Represent the Provincial Shared Service Centre in disciplinary hearings, conciliations and arbitration.

APPLICATIONS
Applications can also be submitted by post Private Bag X5007, Kimberley, 8302 or hand 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 43/44
PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2018/392 (X3 POSTS)
Directorate: Tenure Reform Implementation

SALARY
R444 693 per annum (Level 10)

CENTRE
Mpumalanga (Ehlanzeni District, Nkangala District, Gert Sibande District)

REQUIREMENTS

DUTIES
Facilitate the implementation of ESTA. Respond to all enquiries on ESTA accordingly. Liaise with Department of Justice, Department of Nature Conventional and Game Farmers, Conversational Farmers/Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a database for monitoring and evaluation of intervention processes of all cases. Conduct training workshops for staff and other role players in land reform. Assist staff in the District Offices to incorporate changes in the Land Reform Policy procedure into their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Facilitate the implementation of interim Protection of Land Rights interventions. Monitor and facilitate the implementation of Labour Tenants Programme. Address the LTA claims that have been lodged. Categorise LTA cases according to claimants’ settlement choices as required. Respond to all enquiries on LTA accordingly.

APPLICATIONS
Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th Floor, Nelspruit, 1200.

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

POST 43/45
ASSISTANT DIRECTOR: LOGISTICS AND TRANSPORT REF NO: 3/2/1/2018/393
Directorate: Financial and Supply Chain Management Services

SALARY
R356 289 per annum (Level 09)

CENTRE
Western Cape (Cape Town)

REQUIREMENTS

DUTIES
Act as Local Government Information Systems (LOGIS) controller. Manage user profiles. Link supplier ICN, unit price etc. Coordinate year end closure for audit purposes as required. Provide management information, statistics and reports. Monitor movement of requests. Ensure processing of orders. Verify compliance before capturing on LOGIS. Validate and reconcile payment for goods and services and
assets. Ensure payments within 30 days. Ensure optimum utilisation of stores and warehousing. Ensure effective systems aimed at improving service turnaround times.


APPLICATIONS: Applications can also be submitted by post: Private Bag X10, Mowbray, 7705 or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

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

POST 43/46: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2018/394
Directorate: Quality Assurance and Administration

SALARY: R356 289 per annum (Level 09)
CENTRE: Northern Cape (Kimberley)

DUTIES: Manage and control allocated budget. Analyse and review allocated budget in terms of the Estimates of National Expenditure (ENE) and Medium Term Expenditure Framework (MTEF) as per Public Financial Management Act (PFMA) and relevant policies. Compilation and submission of the Demand Management Plan and Procurement Plan in terms of needs analysis of the Branch. Monitor expenditure and manage budget shifts using correct information in terms of Standard Chart of Accounts (SCOA). Manage Services Providers’ payments in accordance with Treasury Regulations. Monitor in a broad scope, compliance with all relevant Policies and guidelines. Manage batch control process. Ensure proper record keeping of all financial documents for reporting and auditing purpose. Manage Restitution payments and expenditure control. Compile and process land purchase, conveyancing and grants payments. Verify projects payment instructions using correct information of claimants, allocation and matching fields. Manage reports e.g. Spending Plan, Expenditure Register, Land parcels, Court Order and project analysis. Prepare expenditure and units reports for submission. Authorise BAS and Persal payments. Compile and coordinate financial reports. Prepare and submit financial and performance reports monthly, quarterly and annually in compliance with all relevant policies and guidelines. Manage the suspense account. Manage reconciliation process. Identify incorrect allocation on suspense account.

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

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

POST 43/47: PERSAL REVISER REF NO: 3/2/1/2018/395
Directorate: Persal Control
This is a re-advertisement, applicants who applied previously must reapply

SALARY: R299 709 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: National Diploma in Human Resource Management/Public Administration/Public Management. The following certificates will be regarded as additional requirements to the qualification, Introduction to Persal, Personnel Administration, Salary Administration and Establishment Administration. 2 years’ experience in relevant working environment. Job related knowledge: Operation and capabilities of PERSAL system thereof. Job related skills: Computer Literacy, Interpersonal Relations, Communication, Analytical, Organisational, Financial and Knowledge Management, Problem Solving and Analysis, Microsoft Excel. Team work. Working irregular hours.
DUTIES: Identify and determine training needs. Develop and maintain Persal training needs database. Liaise with National Treasury for training of Persal users. Implement Persal training initiatives. Conduct/arrange Persal workshops. Conduct/arrange Persal information sessions. Approve suspense file of Persal transactions in terms of local delegation and Public Service Directives and/or internal Departmental policies. Approve only with valid authentic and approved source documents. Ensure optimal utilisation of the PERSAL system. Ensure compliance with PERSAL access security. Communicate all PERSAL messages. Draw users reports and analyse. Attend National Treasury Steering Committee Meetings. Implement Persal measures to ensure the upgrading and maintenance of the system. Ensure that all new Persal policies are communicated to National Treasury for upgrading of the Persal System. Ensure that the Persal System is enhanced and user friendly. Draw Persal reports and if the reports need any upgrading bring same to the attention of the System Controller.

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

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

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

CLOSING DATE: 09 November 2018 at 16h00. Applications received after the closing date will not be considered.

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

OTHER POSTS

POST 43/48: ASSISTANT DIRECTOR: WEBMASTER REF NO: MARK 05/18

SALARY: R356 289 per annum
CENTRE: Pretoria
DUTIES: Control the website/intranet content, content flow processes, guidelines and policy. Promote adherence to the GCIS website look and feel guidelines. Research, analyse gaps and present recommendations to executive management for improvements of the website. Facilitate DSBD’s contribution to the government’s gateway project. Implement Service Level Agreements (SLA’s) with relevant divisions. Participate in the selection process for service providers. Manage the delivery of milestones of the SLA’s with service providers. Responsible for layout and design of departmental documents in line with the corporate identity manual. Compile monthly, quarterly and annual reports for the sub directorate. People with disability are encouraged to apply.
ENQUIRIES: Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-1440/ 43097
NOTE: Preference will be given to White Female / Coloured Female / White Male / Coloured Male / African Male / Indian Female and People with disabilities.

POST 43/49: ADMINISTRATOR REF NO: LOCAL ENT & CO-OP DEV / ADMIN 21/18

SALARY: R196 407 per annum
CENTRE: Pretoria
REQUIREMENTS: National Diploma/B. Degree in Business Administration, Public Admin, or relevant qualification. At least 2 years work experience in an Administration environment. Good computer literacy with relevant computer packages (MS-Word, MS-Excel, PowerPoint and Outlook) and typing skills. Effective office administration skills including diary management skills. Good interpersonal relations, communication skills (verbal and written). Good organising, coordination and planning skills.
DUTIES: Render effective office administrative support service to the office and perform the following key functions: Organise meetings and workshops and record applicable information thereafter. Proofs read and rectify minutes, submissions and reports.
Receive and direct information queries emanating from the issues discussed at meetings to the relevant units. Schedule and reschedule meeting dates accordingly. Prepare agenda for meetings; distribute the necessary documentation and meeting packs. Provide an administrative and secretariat support service at unit meetings. Administer the tender process for the appointment of service providers. Follow-up on queries and compile a database. Acknowledge receipt of letters and submissions within the turnaround times. File all relevant documents for record purposes. Provide a document management service: review, scan and record all documents before they are distributed to relevant officials. Capture, administer and submit leave forms to HR. Compile reports weekly and monthly reports for the unit. Receive Invoices from suppliers and arrange for payment. Order stationery as well as new equipment. Process all requisitions for goods and services on Logis (stationery, newspapers and equipment). Distribute telephone accounts ensure payments are done and record accordingly. Follow up with the Finance section and service providers on matters pertaining to payment. Procure petty cash for the running of the workshops, meetings and seminars and ordering stationery for the entire staff. Submit monthly budget inputs and expenditure statements as per PFMA requirements for the Unit. Monitor and coordinate communication to and from the unit. Liaise with all relevant stakeholders on PFMA reporting needs and requirements. Liaise with service providers on payments. Communicate with staff, service providers and all relevant stakeholders. Draft general correspondence such as response letters, emails, status reports, formal presentations and submissions. Give advice on procedural and technical related matters in respect of policies and strategies to ensure compliance with the regulations.

**ENQUIRIES**

Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-1440/43097
Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag X84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

Closing Date: 09 November 2018

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

Management Echelon

Post 43/50: Deputy Director - General: Industrial Development Ref No: IDD/DDG 001

Overview: To provide strategic leadership in the development of Industrial policies and programmes.

Salary: All-inclusive remuneration package of R1 446 378 per annum (Level 15)

Centre: Pretoria

Requirements: Mandatory requirements: A postgraduate degree (NQF Level 8) in Economics / Finance / Business Admin / Public Management. 8 – 10 year’s relevant senior / executive management experience in industrial development / industrial policy environment. Key requirements: Experience in the field of research and economic policy development. Extensive knowledge and understanding of the South African and global economies. Cutting edge knowledge of the intellectual disciplines and organisational practices in this area of work. Extensive experience in developing and implementing strategies, policies, projects and programmes. The ability to interact diplomatically with heads of the public entities, heads of private enterprises, multinationals and heads of industry. A proven track record in the design and implementation of the Public Service delivery plans. A sound understanding of the interconnectedness of Government priorities, policies and strategies. A sound understanding of the Public Finance ad relevant Human Resource legislation and regulations applicable to this function.

Duties: Annual Industrial Policy Action Plan: Oversee the development of the Industrial Policy Action Plan (IPAP) and all the programmes of the industrial Development Division. Report on implementation progress of the IPAP. Identify Constraints and shortcomings and recommend and implement corrective actions. Sectors/ sub-sectors: Oversee the development and roll-out of sector strategies and programmes. Oversee the development of new sector programmes through a dedicated programme of research, stakeholder engagement and implementation. Research and Policy Development and Capacity Building: Oversee industrial policy research and development for the Industrial Development Division. Oversee the preparation and finalisation of all Submissions and policy proposals from the Division to the Director-General and Minister. Oversee the implementation of capacity building programmes for the Division and other government stakeholders. Media interaction: Prepare statements for the Media Sections as and when necessary and interact with the media as instructed to provide a public face for the Industrial Development Division. Stakeholder management: Establish and implement high level stakeholder relations. Build relations within public, private sector and Industry Organizations and companies and International Organisations as appropriate to the work of the Division. Business Unit Management: Oversee and
manage the finance of the Division. Ensure compliance with PFMA requirements. Ensure that budget submissions and reports are submitted within the specified timelines. Ensure effective performance management in line with HR guidelines. Oversee the management, training and development of staff in accordance with Personal Development Plans and Divisional Training and Development plans. Establish clear performance criteria and service standards for staff.

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

**POST 43/51**
**DIRECTOR: LEGAL SERVICES REF NO: GSSSD/LEGAL 046**
Overview: To manage and provide quality, effective and efficient legal services for the dti and its agencies.

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

**CENTRE**
Pretoria

**REQUIREMENTS**
Mandatory requirements: LLB degree and admitted as an attorney or Advocate of the Bar Council. 5 years' relevant experience at a middle / senior managerial level in a legal environment. Key requirements: Experience in legal opinions. Experience in Legislative Framework on Litigation, Drafting of Contracts. Legislative drafting working knowledge of civil litigation, criminal procedure and practice, court rule. Experience in legal administration. Experience in financial management, stakeholder management, people management and empowerment. Knowledge and understanding of criminal procedure and practices. Strategic capability and leadership. Communication skills (Verbal and written), presentation skills, negotiation skills, planning and organising skills. Knowledge and understanding of Public Service Regulations, The Constitution, Case Law, Common Law, Public Service Act and Criminal Act.

**DUTIES**
Draft the legal Opinions based on research conducted. Oversee research conducted on legal principle. Liaise and consult with Counsel and service provider of outsourced legal opinions and the implementation of the Opinion. Manage and provide advice on Opinions concluded on contractual matters and/or as they relate to Contract Management and statutory matters. Oversee the drafting of Legal correspondence. Provide advice on PAJA and PAIA requests and opinion on internal appeals in terms of PAIA and PAJA. Manage Litigation on behalf of the department and against the department. Provide advice on litigation matters and court judgement. Manage the Institution and/or defending of all domestic and international court litigation. Conduct research on the applicable legal contractual and/or legislative provisions. Manage the drafting of Contract and Memorandum of Understanding. Conduct research on the applicable contractual and /or legislative provisions. Manage the impact of external Legislation into the operations of the dti. Liaise with stakeholders on legal matters. Draft and / or edit legal correspondence on all legal administrative enquiries. Conduct awareness on the implementation of legal interventions. Ensure that the briefings are prepared and court orders are implemented effectively. Manage financial resource and assets of the unit. Manage the strategic planning of the unit and execution of the operational plan.

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

**OTHER POST**

**POST 43/52**
**DEPUTY DIRECTOR: PRODUCT DEVELOPMENT REF NO: IDAD/PROD DEV 004**
Overview: To manage and provide technical advice on the development of incentive schemes programmes.

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

**CENTRE**
Pretoria

**REQUIREMENTS**
Mandatory requirements: A three - year National Diploma / B Degree in Economics / Statistics with financial analysis. 3 – 5 years' relevant managerial experience in research and/or enterprise development environment. Key requirements: Experience in drafting incentive programmes guidelines. Experience in project management, people management and empowerment, financial management, reporting writing, stakeholder management and project management. Experience in reviewing of application and claim forms. Analytical skills, communications skills (verbal and written), research skills,
presentation skills, knowledge and information skills, conflict management, problem solving skills and planning and organising. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations. Proficient in MS Office packages.

**DUTIES**

Draft Guidelines on New and Revised Incentive Programmes: Review proposal or concept document report incorporate findings onto the guidelines and ensure alignment to the dti policies. Draft guidelines for new and revised incentive programmes for Ministerial approval. Ensure that inputs from stakeholders are incorporated in guidelines. Draft a submission to the Minister for the approval of the new / revised guidelines. Facilitate the process of approval of guidelines and obtaining of all relevant signatures. Manage the handover process of the incentive to the Incentive Administration Unit and provide continuous technical advice and support on the interpretation of the guidelines. Project Management: Develop project plans to introduce the new incentives, upgrades or phase-out to existing incentive products. Identify relevant stakeholders for incentives and convene project teams. Develop performance indicators and manage the process of developing incentive schemes. Report on the progress of projects and ensure that milestones are achieved. Review Application and Claim Forms: Manage the application and claim form process and ensure that they have been designed in line with the requirements and provisions of the guidelines. Liaise with IT for the automation and editing of the application and claim forms. Check the final application and claim forms for user friendliness and flow. People Management and Empowerment: Identify the need for increasing staff capacity and the filling of vacancies. Management of the performance of ASD’s and Interns. Ensure that the Employment Equity Plan for the Unit is implemented. Training and development of staff. Reporting: Implement and report on the Service Delivery Implementation Plan (SDIP) standards. Quarterly reporting on performance of projects. Contribute to the development of the Unit’s Operational Plan on an annual basis. Financial Management: Technical analysis to determine financial resources required to implement incentives and programmes. Facilitate and budget for procurement process for research studies where studies have been provisioned.

**ENQUIRIES**

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

**NOTE**

In terms of the dti’s EE requirements, preference will be given to Coloured candidates, Indian female and White male candidates as well as people with disabilities.
ANNEXURE T

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

OTHER POSTS

POST 43/53 : HEAD: CLINICAL UNIT (MEDICAL) GRADE 1-2
Directorate: Internal Medicine Unit

SALARY : Grade 1: R1 643 352 – R1 744 191 per annum Ref No: HCU/KALH/01/10/18
Grade 2: R1 796 922 – R1 964 817 per annum Ref No: HCU/KALH/01/10/18

CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : Specialist Physician with at least MMed in Internal Medicine or FCP (SA) qualification with at least 5-years of experience in clinical medicine post specialist registration. Should be registered as a specialist physician at the HPCSA. Should have experience in teaching and training of medical students. Should have research experience with publications. The applicant should be interested in doing clinical work, training students, doing research and be involved with the administration of the department.

DUTIES : Clinical work: Supervision of clinical staff; Manage own service delivery group; Assess and ensure good quality of clinical service delivery; Manage and work in Medical Outpatients; Manage and work in Specialist Clinic; Review discharge summaries. Education and Training: Organize and manage training of pre and postgraduate medical student; Assist in organisation of clinical examinations; Lecturing where required; Evaluate and improve training programme where appropriate; Monitor and evaluate postgraduate student clinical progress; Attend academic meetings; Manage own clinical development. Research: Develop own research interests and publish appropriately; Support postgraduate students with research projects; Supervise postgraduate students with research projects. Administration: Perform administrative tasks related to student training and development; Perform administrative tasks related to patient management and address complaints; Contribute to electronic databases for research purposes; Attend scheduled meetings with hospital management; Act as Head of Clinical Department if the HOD is on leave or not available; Assist in coordination of academic program; Liaise with other departments and hospitals where required.

ENQUIRIES : Prof D.G. Van Zyl, Tel No: (012) 373-1075

APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 09 November 2018

POST 43/54 : MEDICAL SPECIALIST GRADE 1-3
Directorate: Ophthalmology Unit

SALARY : Grade 1 R1 051 368 – R1 115 874 per annum Ref No: MEDSPEC/03/10/18
Grade 2: R1 202 112 – R1 275 835 per annum Ref No: MEDSPEC/04/10/18
Grade 3: R1 395 105 – R1 744 191 per annum Ref No: MEDSPEC/05/10/18

CENTRE : Kalafong Provincial Tertiary Hospital

54
REQUIREMENTS: Grade 12. MBChB qualification. MMed (Ophthalmology) or FC (Ophth) SA. A valid registration with HPCSA as an independent medical practitioner and Ophthalmology Medical Specialist. **Grade 1:** No experience required. **Grade 2:** 5-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist. **Grade 3:** 10-years appropriate experience as a Medical Specialist after registration with HPCSA as Medical Specialist.

DUTIES: Successful candidates will be responsible for the provision of Ophthalmology quality, cost effective clinical services at Kalafong PTH. Responsibilities will include full time clinical service provision including after hours (weekends and weekends). Patient management and supervision of junior medical staff. Training of undergraduate and postgraduate students. Participation in the Ophthalmology academic program in the Steve Biko Academic Hospital ensure proper and accurate record keeping as legally and ethically required. Reporting to the Hospital Medical Manager on service delivery, clinical audits and where necessary quality improvement plans.

ENQUIRIES: Dr. L.J. Mokwene, Tel No: (012) 318-7040

APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 09 November 2018

POST 43/55: MEDICAL SPECIALIST

Directorate: Paediatric

SALARY: Grade 1: R1 051 368 - R1 115 874 Ref No: MEDSPEC/LERHOSP/001/10/18
Grade 2: R1 202 112 – R1 275 885 Ref No: MEDSPEC/LERHOSP/002/10/18
Grade 3: R1 395 105 – R1 744 191 Ref No: MEDSPEC/LERHOSP/003/10/18

CENTRE: Leratong Hospital

REQUIREMENTS: An appropriate qualification that allows registration as a Specialist in Paediatrics (MMED/ FCS.SA), Current registration with HPCSA as a Specialist in Paediatrics. Appropriate Knowledge and experience as a Paediatrics. The Following will be an added advantage: Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS) and Advance Trauma Life Support (ATLS).

DUTIES: Provision of 24-hour Paediatric services. Manage critically ill patients in the Neonatal ICU. Participate in Committed Overtime. Supervision and training of Medical Officers, Community Service Medical Officers and Medical Interns. Assist the HOD in ensuring the Department's compliance to National Core Standards. Ensure proper and curate record keeping as legally and ethically require. Ensure effective outreach to District Hospital in the West Rand. Assist the Clinical Head with Administration responsibilities. Provision of Quality cost effective 24 hour’s service in keeping with Batho Pele Principles. Perform Clinical Audits and participate in and conduct M&M.

ENQUIRIES: Dr Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3614

APPLICATIONS: Applications should be submitted at Leratong Hospital Human Department (Block 6) 1 Adcock Street Chamdor 1740

NOTE: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, Qualifications, Certificate of registration with HPCSA Registration and Current registration with HPCSA to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful
candidates will also be subject to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE**: 09 November 2018

**POST**: DEPUTY MANAGER NURSING; SSDR REF NO: EHD2018/10/05

**Directorate**: PHC

**SALARY**: R801 918 – R902 550 per annum (Inclusive package)

**CENTRE**: Ekurhuleni Health District

**REQUIREMENTS**:

Basic R425 qualification (i.e. an appropriate Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC as a Professional Nurse. Minimum of 9 years appropriate/recognizable experience after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to must be appropriate / recognizable experience as an Assistant Manager Nursing. Computer literacy and Driver’s license is essential. A management Qualification will be an added advantage.

Skills: Presentation and report writing skills, Leadership skills, Planning and organizing skills. Problem solving and communication skills and financial management skills. Ability to work under pressure.

**DUTIES**:

Provide guidance and leadership towards the realization of strategic goals and objectives of the Sub-district: Establish the strategic direction of the component to ensure alignment with its business plans by participating in the development of the District and sub-district plan. Facilitate and oversee the development of PHC operational/business plans and demand plans to give strategic direction to the division by managing and coordinating the activities of the division. Implement all priority programs in the sub-district. Provide professional, technical and management support for the provision of quality patient care through proper management of Primary Health Care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Conduct staff meetings to disseminate information such as new developments on policies, circulars. Participate and respond to queries and questions from relevant structures with regard to complaints on staff conduct on patients. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task teams at various levels. Develop a good working relationship within the department and relevant stakeholders. (EMM & Partners). Participate with members of the health team in decision making pertaining to health care delivery. Participate in the development of DHP and DHER. Ensure facilities are accredited with the Ideal clinic status and national core standards by ensuring that status determination is done at least twice in a year. Human Resource: Analyze staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and monitor the implementation of the PMSD. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: Ensure that budget spending is maximized in line with strategic Objectives. Manage and control material resources and assets.

**ENQUIRIES**: Mr C.S Modise Tel No: (011) 876 1725

**APPLICATIONS**: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION**: Human Resource Manage

**NOTE**: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE**: 09 November 2018

**POST**: MEDICAL OFFICER GRADE 1-3

**Directorate**: Orthopaedics Unit

**SALARY**:

Grade 1: R780 612 – R840 942 per annum Ref No: MO/KPTH/04/10/18
Grade 2: R892 551 – R975 945 per annum Ref No: MO/KPTH/04/10/18
Grade 3: R1 035 831 – R1 295 025 per annum Ref No: MO/KPTH/04/10/18

**CENTRE**: Kalafong Provincial Tertiary Hospital
REQUIREMENTS

MBChB qualification. Registration with the HPCSA as Medical Practitioner. Proof of current registration. **Grade 1**: no experience. **Grade 2**: 5-years’ experience. **Grade 3**: 10-years’ experience. Applicants should have an interest in Orthopaedics.

DUTIES


ENQUIRIES

Prof S.N. Motsitsi, Tel No: (012) 373-1010/11

APPLICATIONS

Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE

Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE

09 November 2018

POST 43/58

Registrar REF NO: REG/KPTH/05/10/18
Directorate: Orthopaedics Unit

SALARY

R780 612 – R816 264 per annum (all-inclusive package)

CENTRE

Kalafong Provincial Tertiary Hospital

REQUIREMENTS

MBChB qualification. Registration as Medical Practitioner with HPCSA. No experience required after registration with HPCSA.

DUTIES


ENQUIRIES

Prof. S.N. Motsitsi Tel No: (012) 373-1010/11

APPLICATIONS

Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE

Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE

09 November 2018

POST 43/59

Social Workers Manager REF NO: SOCMAN/06/10/2018
Directorate: Social Work Unit

SALARY

Grade 1: R755 598 – R850 443 per annum (all-inclusive package)
Grade 2: R902 232 – R1 045 935 per annum (all-inclusive package)

CENTRE

Kalafong Provincial Tertiary Hospital

REQUIREMENTS

Appropriate qualification that allows registration with the South African Council for Social Service Profession (SACSSP). Registration with SACSSP as Social Worker and proof of current registration. A minimum of 10 years of experience as a Social Worker of which
3 years must be as a Supervisor/Manager in a hospital setting. Must be computer literate and have a valid driver’s license. Knowledge of Public Service legislation, policies and procedures pertaining to Social Work. Sound knowledge of National Health programme strategies, priorities, objectives, data elements and indicators. Extensive knowledge of Social Work processes in the different diagnostic fields. Must be able to exercise independence, function independently and seek guidance when necessary. Excellent communication skills (written, verbal, presentation and liaison). Must have good statistical and analytical skills. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and outputs are of required quality. Must be able to manage, lead a team, plot trends and make recommendations. An appropriate post graduate qualification will be an added advantage.

DUTIES
Management of Social Work Department (planning, organising, coordinating, controlling, monitoring, evaluating and implementing). Ensure psychosocial and crisis intervention services are provided. Manage and monitor human resource, material, financial and clinical resources. Development of operational and demand management plans and give input to provincial strategic plans. Represent the organisation in the public and support the vision, objectives and goals of the organisation. Serve as an advocate for patients’ rights. Support teaching, training and research activities in the department and institution. Collect data and other information to evaluate service impact and ensure quality record keeping. Liaise with relevant internal and external stakeholders. Be an active team member of the Allied medical team and report to the Clinical Manager. Ensure timeous resolution of relevant complaints and serious adverse events. Conduct quarterly audits and participate in National Core Standards activities. Participate and coordinate in CPD activities within the department. Ensure compliance of the prescripts of the Public Sector and Social Work. Attend all scheduled meetings and provide relevant report. Timeous response to legislative queries. Comply with Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES
Dr. K.M. Htwe, Tel No: (012) 318-6502

APPLICATIONS
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE
Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE
09 November 2018

POST 43/60
ASSISTANT MANAGER NURSING: MDR AND TB REF NO: EHD2018/10/02
Directorate: Hast

SALARY
R532 449 – R617 253 per annum (plus benefits)

CENTRE
Ekurhuleni Health District

REQUIREMENTS
Basic R425 qualification i.e. Diploma / Degree in nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of registration with Professional Regulatory Body. Management experience will be an added advantage. Competencies and knowledge should demonstrate in-depth understanding of TB / MDR-TB. Ability to work independently and under pressure. Power Point presentation and report writing skills. Computer skills will be an advantage. A valid driver’s license.

DUTIES
Coordinate MDR training for Doctors, Nurses and allied workers. Coordinate mentoring of trained doctors and Nurses. Implement MDR Decentralization strategy according to the National guidelines. Coordinate referrals between MDR satellites site and Centre of
excellent site. Supervise tracer nurses, Support MDR sites and data capturing. Compile reports, data analysis, identify gaps and remedial actions. Liaise with all relevant stakeholders in the multidisciplinary team to improve services. Be able to utilize minimum resources optimally adhering to PFMA. Develop Business Plan and ensure implementation of TB / MDR-TB policy guidelines. Perform any other task as delegated by Manager.

ENQUIRIES : Ms S Moloung Tel No: (011) 876 1820
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 09 November 2018

POST 43/61 : OPERATIONAL MANAGER SPECIALTY (NEONATOLOGY/ADVANCE MIDWIFERY)
REF NO: OPSMANS/JDH/001/10/10
Directorate: Nursing Services

SALARY : R532 449 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Diploma /Degree in Nursing that allows registration with SANC as a Professional Nurse. Diploma in Neonatal Nursing Science/Post Basic in Midwifery and Neonatal Nursing Science. 9 years of experience in Nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate /recognisable experience after obtaining the Diploma in Neonatal Nursing Science /Post Basic in Midwifery and Neonatal Nursing Science. Ability to work under pressure, communication skills management, interpersonal skills.

DUTIES : Coordinate optimal holistic specialized nursing care within standards and a professional/legal framework. Manage effectively the supervision and utilization of resources, coordinate the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and self-development. Overall supervision of the hospital after hours.

ENQUIRIES : Ms Ngwenya TN Tel No: (012)717 9398
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
NOTE : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE : 09 November 2018

POST 43/62 : OPERATIONAL MANAGER SPECIALTY (PEADIATRICS)
REF NO: OPSMASP/002/10/18
Directorate: Nursing Services

SALARY : R532 449 Per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Diploma /Degree in Nursing that allows registration with SANC as a Professional Nurse. Diploma in Post Basic Child Nursing Science. 9 years of experience in Nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate /recognizable experience after obtaining the Diploma in Post Basic Child Nursing Science. Ability to work under pressure, communication skills management, interpersonal skills.

DUTIES : Coordinate optimal holistic specialized nursing care within standards and a professional/legal framework. Manage effectively the supervision and utilization of resources; coordinate the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and self-development. Overall supervision of the hospital after hours.

ENQUIRIES : Ms Ngwenyana TN Tel No: (012)717 9398
APPLICATIONS: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE: Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE: 09 November 2018

POST 43/63: OPERATIONAL MANAGER NURSING (PHC) REF NO: OPSMAN/WRDH/00001/10/18 Directorate: Nursing

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

CENTRE: Westrand District Health - Region A (Merafong District)

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

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

ENQUIRIES: Mrs Cele Tel No: (018) 787 9907

APPLICATIONS: Applications should be delivered to West Rand District Health, Cnr. Vlei & Luipaard Street or posted to West Rand District Health, Private Bag X 2053, Krugersdorp, 1740

NOTE: Applications must be submitted on a Z83 form with a CV, Certified ID copy and qualifications to be attached. Salary will be determined in line with OSD Resolution. NB: The incumbent will be subject to a pre-screening process.

CLOSING DATE: 09 November 2018

POST 43/64: ASSISTANT MANAGER NURSING: TB REF NO: EHD2018/10/03 Directorate: Hast

SALARY: R532 449 – R617 253 per annum (plus benefits)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Basic R425 qualification i.e. Diploma / Degree in nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of registration with Professional Regulatory Body. Management experience will be an added advantage. Competencies and knowledge should demonstrate in-depth understanding of TB / MDR-TB. Ability to work independently and under pressure. Power Point presentation and report writing skills. Computer skills will be an advantage. A valid driver’s license.

DUTIES: Coordinate MDR training for Doctors, Nurses and allied workers. Coordinate mentoring of trained doctors and Nurses. Implement MDR Decentralization strategy according to the National guidelines. Coordinate referrals between MDR satellites site and Centre of excellent site. Supervise tracer nurses, Support MDR sites and data capturing. Compile reports, data analysis, identify gaps and remedial actions. Liaise with all relevant stakeholders in the multidisciplinary team to improve services. Be able to utilize minimum resources optimally adhering to PFMA. Develop Business Plan and ensure
implementation of TB / MDR-TB policy guidelines. Perform any other task as delegated by Manager.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE
POST 43/65
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
NOTE
CLOSING DATE
POST 43/66
SALARY
CENTRE
REQUIREMENTS
appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

**DUTIES**

- Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice at night by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care at night as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex writing when required. Work as part of multidisciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring implementation and adherence of Batho Pele principles. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES**

Dr. LJ Nkosi Tel No: (012) 529 3696

**APPLICATIONS**

Application must be delivered to Dr George Mukhari Academic Hospital, 311 Setlogelo Drive, Garankuwa 0208 or posted to Dr George Mukhari Academic Hospital, Private Bag X422 Pretoria 0001.

**CLOSING DATE**

09 November 2018
REQUIREMENTS: A Basic R425 qualification (i.e Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC. Qualified Midwife. Must have a certificate in Termination of Pregnancy Services and a course on Family planning and Management of Sexual Transmitted Infection. Must have a positive attitude and interests to work with women. Be able to work under efficiently under pressure to meet standards of care within the discipline.

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

ENQUIRIES: Dr. LJ Nkosi Tel No: (012) 529 3696
APPLICATIONS: Application must be delivered to Dr George Mukhari Academic Hospital, 311 Setlogelo Drive, Garankuwa 0208 or posted to Dr George Mukhari Academic Hospital, Private Bag X422 Pretoria 0001
CLOSING DATE: 09 November 2018

POST 43/69: CLINICAL PROGRAMME COORDINATOR GRADE 1 (TRAINING) REF NO: EHD2018/10/04
Directorate: Hast

SALARY: R420 318 – R473 067 per annum (plus benefits)
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice No. R425 qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification in Nursing Education will be added advantage. A valid driver’s license and able to drive (attach copy). Computer literacy. Proof of current registration with SANC. Evidence of some Short Courses in HIV, TB, STI, PMTCT, IMCI and MMC. Good interpersonal relationship with colleagues. Excellent communication (Written, Verbal and presentation skills). Ability to plan, organize and facilitate training courses. Proficient in Microsoft office in particularly Excel, word and power point. Ability to work independently and in a team.

DUTIES: Plan, organize, coordinate and monitor Trainings. Ensure clinical practice by the clinical team in accordance with the guidelines. Coordinate training at the level which includes: Develop training materials and manuals aligned to the National guidelines and relevant training needs. Conduct skills audit and training needs analysis for all staff categories, coordinate and train clinical support programmes e.g. PMTCT, ADL etc. Facilitation of training programs across the District. Coordinate professional development training as per Central Office training schedule. Coordinate study leaves applications for part time studies and ensures that the study leave policy is adhered to. Submit plans and quality training reports according to set dates. Attend meetings and updates related to training as well as meetings requested by Supervisor. Coordinate and implement continuous professional development (CPD) according to provincial framework and SANC. Perform all other duties that are delegated by the supervisor/manager.

ENQUIRIES: Mr F Mudau Tel No: (011) 876 1774
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
FOR ATTENTION NOTE: Human Resource Manager
People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
CLOSING DATE: 09 November 2018
POST 43/70 : PROFESSIONAL NURSE SPECIALTY – PHC
Directorate: HAST
Directorate: Nursing

SALARY : Grade 1: R362 559 (Specialty nursing) Ref No: PROFNSPE/HEIDH 1/4of 2018
          Grade 2: R445 917 (Specialty nursing) Ref No: PROFNSPE/HEIDH 2/4of 2018
CENTRE : Heidelberg Hospital
REQUIREMENTS : Grade 1: Minimum of 4 years appropriate/recognizable experience in Nursing after
               registration as Professional nurse with the SANC in General nursing plus a post basic
               nursing qualification with duration of at least 1 year accredited with the SANC in terms
               of Government Notice No. R212 in the relevant specialty of PHC. Grade 2: A minimum
               of 14 years appropriate/recognizable. Experience in Nursing after registration as
               Professional nurse with the SANC in General nursing. At least 10 years of the period
               referred to above must be appropriate/recognizable experience after obtaining the 1-
               year post basic qualification in the relevant specialty (PHC). Basic training on
               HIV/AIDS/TB and PMTCT and/or comprehensive. HIV/AIDS/STI/TB including PMTCT.
               NIMART (nurse initiating anti-retroviral treatment) and IMCI (integrated management of
               childhood illnesses) trained. NAS (National adherence strategy) trained, Tier.net system
               trained. 5Years minimum working experience with HAST patients including children and
               pregnant women. Computer literacy and Tier.net system skills. Communication and
               Problem-solving skills.

DUTIES : Provide a comprehensive HAST (HIV/AIDS/STI/TB) service, perform PICT (provider-
           initiated counselling and testing), the ability to assess the eligibility of ARV, baseline
           investigations and interpretation of results. Independently initiate ARV's and monitor the
           client for the prognosis on ARV. Implement TB/HIV collaboration and PMTCT.
           Implement NAS strategy and differentiatate care(decanting), operate Tier.net and analyse
           the Tier.net report. Ability/knowledge to implement quality improvement plan, practice
           within scope of practice for Professional Nurses, Co-ordinate nursing duties with other
           multidisciplinary teams and utilize Human resources, material and physical resources
           effectively and efficiently.

ENQUIRIES : Ms. P.E. Thithi, Tel No: (016) 341 9980
APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital
               street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg
               1438.
NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and
       Qualifications and copy of SANC receipt to be attached. Please note successful
       candidate will be subject to OHS medical surveillance as required in the HBA regulations
       within the OHS act 85 of 1993, security and reference check.
CLOSING DATE : 09 November 2018
POST 43/71 : PROFESSIONAL NURSE SPECIALTY ADVANCE MIDWIFE (X3 POSTS)
Directorate: Nursing

SALARY : Grade 1: R362 559 (Specialty nursing) Ref No: PROFSP/HEIDH/ 3 of 2018
          Grade 2: R445 917 (Specialty nursing) Ref No: PROFSP/HEIDH/ 3 of 2018
CENTRE : Heidelberg Hospital
REQUIREMENTS : Grade 1: Minimum of 4 years appropriate/recognisable experience in Nursing after
               registration as Professional nurse with the SANC in General nursing plus a post basic
               nursing qualification with duration of at least 1 year accredited with the SANC in terms
               of Government Notice No. R212 in the specialty of advanced midwife. Grade 2: A
               minimum of 14 years appropriate/recognisable experience in Nursing as Professional
               nurse with the SANC in General nursing. At least 10 years of the period referred to
               above must be appropriate/recognisable experience after obtaining the 1-year post
               basic qualification in the relevant specialty (advanced midwifery). Computer literacy.
               Certificate in ESMOE training will be an added advantage.

DUTIES : Provide quality maternal and neonatal nursing care services, ensure compliance to
         recommendations of saving mothers and babies. Implementation of EPI programme,
         PPIP and PMTCT guidelines. Promotion of MBFH. Ensure compliance to infection
         control principles and waste management guidelines. Ability to work under pressure.
         Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability
         to work independently and in a multi-disciplinary team. Managing administration
         functions. Ability to utilize resources effectively, staff development and PMDS. Ensure
compliance with National Core standard, policies, regulations, protocols, guidelines and SOP. Communication and Problem-solving skills and accurate data collection.

ENQUIRIES
APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications and copy of SANC receipt to be attached. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
CLOSING DATE : 09 November 2018
POST 43/72 : PROFESSIONAL NURSE: PNB1-2 (SPECIALTY NURSING) PAEDS
Directorate: Maxillo Facial and Oral Surgery
SALARY : R362 559 – R548 436 per annum plus benefits
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 i.e Diploma/Degree in (General, Midwifery, Psychiatry and Community Health) that allows registration with SANC as a Professional Nurse, plus a 1 year post basic nursing qualification in (child nursing Specialty). Drivers licence computer literacy. Working experience in a dental setting will be an added advantage.
ENQUIRIES : Ms. GE Khumalo Tel No: (012) 319 2644
CLOSING DATE : 09 November 2018
APPLICATIONS : Quoting the relevant reference number, direct applications to Ms. L Debeila (Tel No: 012 301 5713), Human Resource Management at Louis Botha A Building, Room 2.1, Dr. Savage Road, Riviera, Pretoria OR mail to PO Box 1266, Pretoria, 0001.
NOTE : Attach certified copies of your qualifications, identity book, curriculum vitae and Z83
POST 43/73 : ASSISTANT DIRECTOR: ADMINISTRATION REF NO: ADADMIN/JDH/006/10/18
Directorate: Support Services
SALARY : R356 289 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : An appropriate recognized bachelor’s degree/ National diploma or equivalent qualification preferably in Public Administration/Management or Logistics with a minimum of 5 – 10 years’ experience in the Public Service Health system and/or 2–3 years’ experience in supervisor level. Relevant experience in People management, Strategic planning, Policy analysis and development etc. Ability to work under pressure. Knowledge and understanding of health-related Acts, Regulations, guidelines and other related policies. Knowledge and understanding of legislative framework governing the Public Service including: Public Service Regulations, Labour Relations Act, Skills Development Act, Disciplinary Code and Procedure, Public Finance Management Act. Leadership skills, Problem solving skills, Listening skills, Interpersonal skills and good communication skills. Planning and organizing skills.
DUTIES : Provide leadership and Strategic direction in the support/cleaning services components. Manage the implementation of policies, programmes, regulations, practices, procedures and standards. Effective management of support services as overall manager in Housekeeping/ Cleaning, Laundry, Food, Facility and Property Care Taking including private security management, Patient Admin and Records and Transport services. Manage the utilization of Human and Financial resources in accordance with relevant directives and legislation. Foster effective relationship with all stakeholders. Evaluate and monitor the PMDS of employees.
ENQUIRIES : Ms. Magano D.L Tel No: (012)717 9336/ 9301
APPLICATIONS: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449 Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE: Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE: 09 November 2018

POST 43/74: SPEECH THERAPIST AND AUDIOLOGIST GRADE 1-3
Directorate: Speech Therapy Unit

SALARY: Grade 1: R300 828 – R342 357 per annum Ref No: SPETHER/KPTH/08/10/18
Grade 2: R352 707 – R403 302 per annum Ref No: SPETHER/KPTH/09/10/18
Grade 3: R415 482 – R504 219 per annum Ref No: SPETHER/KPTH/10/10/18

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and audiologist or speech therapist. Must have completed community service. A dual qualification will be an advantage. Grade 1 requires no experience, Grade 2 requires 10-years minimum experience and Grade 3 requires 20-years minimum experience after registering with HPCSA as a Speech Therapist and audiologist or speech therapist.

DUTIES: Provide effective speech therapy / audiology service for inpatient and external stakeholders in adherence to scope of practice. Provide public education regarding feeding and communication difficulties (speech, language and hearing). Contribute towards implementation of strategic plans in keeping with the requirement of the Institution, the Province and National Health. Participate in date collection and make suggestions to the work team to improve speech therapy and audiology services. Participate on the effective management of resources of the department, namely Human, Finance and Physical.

ENQUIRIES: Dr. K.M. Htwe Tel No: (012) 318-6502

APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE: 09 November 2018

POST 43/75: PHYSIOTHERAPIST GRADE 1-3
Directorate: Physiotherapy Unit

SALARY: Grade 1: R300 828 – R342 357 per annum Ref No: PHYS/KPTH/11/10/18
Grade 2: R352 707 – R403 302 per annum Ref No: PHYS/KPTH/12/10/18
Grade 3: R415 482 – R504 219 per annum Ref No: PHYS/KPTH/13/10/18

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: BSc Physiotherapy or recognised Degree, registration with Health Professions Council of South Africa, HPCSA proof of registration. Grade 1: requires no experience. Sound interpersonal communication skills, ability to work in a multidisciplinary environment. Ability to work under pressure. Have analytical and creative skills. Grade 1 requires no experience, Grade 2: requires 10-years minimum experience and Grade 3: requires 20-years minimum experience in Physiotherapy after registering with HPCSA as a Physiotherapist.
**DUTIES:** Assessment and treatment of in- and outpatients. Assist in department administrative activities, quality assurance and evidence based programmes. Contribute positively towards the development and growth of Physiotherapy Department. Perform clinical supervision of students. Participate in and contribute towards professional development programmes.

**ENQUIRIES:** Dr. K.M. Htwe Tel No: (012) 318-6502

**APPLICATIONS:** Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**NOTE:** Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE:** 09 November 2018

**POST 43/76:** CHIEF PERSONNEL OFFICER (LATERAL TRANSFER) REF NO: CPO/KPTH/14/10/18

**SALARY:** R299 709 – R353 043 per annum (Level 08) (plus benefits)

**CENTRE:** Kalafong Provincial Tertiary Hospital

**REQUIREMENTS:** A minimum of a 3-year National Diploma (NQF level 6) or Degree in Human Resource Management with a minimum of 3-years recruitment experience as a specialized field. Excellent communication (verbal and written). Excellent interpersonal relations and organizational skills. Excellent knowledge and ability to interpret HR policies, prescripts and related legislation. Knowledge of PERSAL, ability to work with confidential information and under pressure. Excellent ethics demeanor. Driver’s license, knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential.

**DUTIES:** Monitor and coordinate Recruitment and Selection processes including procedure on recruiting foreigners. Implement and execute effective Human Resource functions. Manage and update staff establishment, databases to assist the HRIM section. Formulate advertisements internally and externally, Coordinate and manage employment equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement National Core Standards file and update it regularly. Attend to HR related enquiries.

**ENQUIRIES:** Ms. Z.A. Mdluli Tel No (012) 318-6686

**APPLICATIONS:** Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**NOTE:** Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted.
accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 09 November 2018

POST 43/77 : INFORMATION TECHNOLOGY OFFICER REF NO: INFTECOF/JDH/007/10/18
Directorate: Information Technology

SALARY : R242 475 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : National Diploma (NQF6) in any of the following fields Computer Science, Business Informatics, Information Management, Information Technology and Informatics with 1 to 2 years’ experience or Grade 12 with 5 - 10 years’ experience in the Health Information Management environment. A background and / or qualification in a health-related field or certificate in the DHIS, TIER. Net and Electronic TB Register software would be an added advantage. Computer literacy, analytic, numeracy and problem-solving skills. Good communication skills (verbal and written). A valid SA driver’s license.

DUTIES : Manage and coordinate Hospital Health Information (DHIS) data-handling process to ensure quality and timely data generation and reporting as per official requirements. Provide Health Information Management (HIM) related leadership, guidance, capacity mentoring and support to Managers and health Information System staff as well as line and programme managers. Facilitate and coordinate rollout of web-based DHIS to facility level including electronic data capturing (e-Tick Register). Facilitate hospital indicator data set revision process. Participate in the process to ensure that units are ready for annual audit performance. Provide support to hospital in action to address the auditor opinion. Manage human and logistical resources allocated to the HIM Unit.

ENQUIRIES : Ms. Magano D. L Tel No: (012)717 9336/ 9301
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
NOTE : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE : 09 November 2018

POST 43/78 : PROFESSIONAL NURSE GENERAL (X2 POSTS)
Directorate: HAST
Directorate: Nursing

SALARY : Grade 1: R241 908 per annum (General) Ref No: PROFN/HEIDH1/2 of 2018
Grade 2: R297 516 per annum (General) Ref No: PROFN/HEIDH2/2 of 2018
Grade 3: R362 559per annum (General) Ref No: PROFN/HEIDH3/2 of 2018
CENTRE : Heidelberg Hospital
REQUIREMENTS : Grade 1: No experience. Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as Professional nurse. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional nurse with the SANC in general nursing. Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as Professional nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as Professional nurse. Basic training on HIV/AIDS/STI and PMTCT and/or comprehensive HIV/AIDS/STI/ TB including PMTCT. NIMART (nurse initiating anti-retroviral treatment) and IMCI (integrated management of childhood illnesses) trained. NAS (National adherence strategy) trained, Tier.net system trained. 5Years minimum working experience with HAST patients including children and pregnant women. Computer literacy and Tier.net system skills. Communication and Problem-solving skills.

DUTIES : Provide a comprehensive HAST (HIV/AIDS/STI/ TB) service, perform PICT (provider-initiated counselling and testing), the ability to assess the eligibility of ARV, baseline
investigations and interpretation of results. Independently initiate ARV’s and monitor the client for the prognosis on ARV. Implement TB/HIV collaboration and PMTCT. Implement NAS strategy and differentiate care (decanting), operate Tier.net and analyse the Tier.net report. Ability/knowledge to implement quality improvement plan, practice within scope of practice for Professional Nurses, Co-ordinate nursing duties with other multidisciplinary teams and utilize Human resources, material and physical resources effectively and efficiently.

ENQUIRIES
Ms. P.E. Thithi Tel No: (016) 341 9980

APPLICATIONS
Applications should be submitted to HR department at Heidelberg hospital, Hospital street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

NOTE
Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications and copy of SANC receipt to be attached. Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. 

CLOSING DATE
09 November 2018

POST 43/79
PROFESSIONAL NURSE PNA2 (GENERAL) GRADE 1: OCCUPATIONAL HEALTH AND SAFETY
REF NO: PROFNUR/KPTH/15/10/18

Directorate: Quality Assurance Department

SALARY
R241 908 – R280 437 per annum (plus benefits)

CENTRE
Kalafong Provincial Tertiary Hospital

REQUIREMENTS
Grade 12 or equivalent NQF level/Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration as a professional nurse. Basic qualifications accredited with the South African Nursing Council in terms of government notice 425, i.e. appropriate degree/diploma in nursing. current registration with South African Nursing Council as a professional nurse. A valid EB or code 8 driver’s license. Competencies: minimum 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC, maximum of less than 9 years’ experience (post PNA2). Knowledge of OHS prescripts, practices, standards. Qualification in OHS will be an added advantage. Certificate in basic computer skills is a requirement (MS Word). Interpersonal communication and leadership skills. Ability to engage with appropriate stakeholders on OHS matters. Good writing and verbal skills. Knowledge of National Core Standards. Proven working experience in nursing and understanding of nursing legislations. Knowledge of Occupational Health and Safety legislation including relevant regulations. Effective communication skills, written and verbal. Excellent organizational and time management skills. Problem solving skills and ability to multi-task. Compassionate with team work. Ability to interact with diverse stakeholders and employees at all levels. Report writing skills. Coordination skills. Evaluation skills. Analyzing skills.

DUTIES
The successful candidate will be responsible for the implementation of occupational health and safety programs according to the OHS Act, Health Act and the National Core Standards and other relevant policies. Conduct medical surveillance according to the Gauteng Health Policy, including biological monitoring according to the Risk Assessment. Assist in arranging health and safety committee meetings and prepare agendas for the meetings. Adhere to professional standards as outlined by the protocols, rules and regulations and provide training to employees. conduct NCS evaluation and QIP. Train staff on OHS activities.

ENQUIRIES
Ms. M.J. Mbiza Tel No (012) 318-6910 / (012) 380-7059

APPLICATIONS
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE
Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security
screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE**: 09 November 2018

**POST 43/80**: OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 REF NO: EHD2018/10/01

**Directorate**: Rehabilitation

**SALARY**: R198 273 – R226 707 per annum (plus benefits)

**CENTRE**: Ekurhuleni Health District (Kwa-Thema CHC)

**REQUIREMENTS**: Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as Occupational Therapy Technician. Current proof of registration with HPCSA as an Occupational Therapy Technician. Valid driver’s license is essential. Interest in working in a community-based rehabilitation setting. Good communication skills (verbal and written) and customer care orientated. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.

**DUTIES**: Render comprehensive occupational therapy services within the clinic and the community setting in line with the scope of practice. Provide optimal and evidence-based community rehabilitation services to clients. Conduct health promotion and prevention of disability campaigns in collaboration with other stakeholders. Conduct home visits to clients and follow-up visits for specific interventions. Participate in community mapping and development of referral structures for the benefit of all community members including people with disabilities. Engagement with relevant key stakeholders such as ward councilors. Participate in continuous professional development activities. Perform and complete administrative functions including data compilation and monthly report submissions. Advocate for people with disabilities and underprivileged community groups. Establish sustainable support groups in the community and within the clinic.

**ENQUIRIES**: Ms K.R Maluleke Tel No: (011) 876 1776

**APPLICATIONS**: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION**: Human Resource Manager

**NOTE**: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.

**CLOSING DATE**: 09 November 2018

**POST 43/81**: PHARMACIST ASSISTANT (POST – BASICS) GRADE 1 REF NO: EHD2018/10/07

**Directorate**: Pharmacy

**SALARY**: R196 218 - R221 034 per annum (plus benefits)

**CENTRE**: Ekurhuleni Health District

**REQUIREMENTS**: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Assistant (Post-basic). Current proof of registration with the SAPC as a Pharmacist Assistant (Post-basic). Grade 1: Less than five (05) years appropriate experience after registration as a Pharmacist with the SAPC.


**ENQUIRIES**: Ms T. Burisch Tel No: (011) 878 8550

**APPLICATIONS**: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

**FOR ATTENTION**: Human Resource Manager

**NOTE**: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid.
CLOSING DATE : 09 November 2018

POST 43/82 : HUMAN RESOURCES CLERK REF NO: HRC/KPTH/16/10/18 (X2 POSTS)
Directorate: Human Resources Unit

SALARY : R163 563 – R192 666 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Minimum of Grade 12/ Matric Certificate. Degree / Diploma and 18-months Human Resource experience will be an advantage. Recommendations: Good communication skills (written and verbal). Excellent administrative skills (planning, organizing and coordinating). Sound knowledge of Persal, computer literacy (MS Word and MS Excel) and ability to compile and implement databases will be an advantage.
DUTIES : Provide Human Resource functions, which include but is not limited to appointments, terminations and service conditions. Manage service benefits. Collecting data for delegations (statistics) reports and compiling of databases. Maintaining records.
ENQUIRIES : Ms. Z.A. Mdluli Tel No: (012) 318-6686
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book
NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 09 November 2018

POST 43/83 : HUMAN RESOURCES CLERK REF NO: HRCR/KPTH/17/10/18
Directorate: Recruitment and Select Unit

SALARY : R163 563 – R192 666 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 / Matric Certificate. 2 or more years’ experience in recruitment processes and / or National Diploma in Human Resource Management in recruitment process will be an added advantage. Computer Literacy with extensive knowledge of Microsoft programmes (word and excel). Knowledge of legislative frameworks i.e. Employment Equity Act; Skills Development Act; Basic Conditions of Employment Act; Public Service Act and Public Regulations as amended. Planning and organizing skills; Communication skills; ability to work under pressure.
DUTIES : Implement Recruitment and Selection policies and procedures. Maintain confidentiality. Posting of adverts; collections of applications on daily basis at the main entrance. Monitoring, approve and printing of online applications. Sorting and counting of application forms. Compile and capturing of application forms on Microsoft excel. Attend to shortlisting’s and interviews and take minutes. Assist with compiling of submissions; Type regret letters; Assist with verification checks i.e. reference check (previous employment); criminal record check; financial status and citizenship check. Maintain record keeping. Able to work under pressure and meet deadlines. Accept responsibilities given by supervisors from time to time and also report to the supervisor. Attend sectional meeting.
ENQUIRIES : Ms. Z.A. Mdluli Tel No: (012) 318-6686
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book
NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form
accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 09 November 2018

POST 43/84 : MATERIAL RECORDING CLERK REF NO: MATREC/JDH/008/10/18
Directorate: Supply Chain

SALARY : R163 563 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 12 Certificate. Minimum of 1-year experience in Supply Chain Management or Diploma/Degree in Supply chain management or logistics with minimum of 6 months experience will be added advantage. Must be knowledgeable on SAP, SRM and SAP R3. good interpersonal relations and computer literate. good understanding of Supply Chain Policy, PAS 1, PAS 2, PFMA, Treasury regulations, BBBEE, PPPFA, Inventory management and contract management policy.

DUTIES : Requesting of RFQ’s from suppliers or service providers, ensure that specification are clear and explicit. Obtaining SBD forms, Tax clearance certification, BBBEE certificates, Adjudication of quotations and compilation of comparison schedule. Prepare documents for budget allocations. Timorous creation of requisitions on SRM system. Expedite creation of purchase orders from HPC. Must be able to accept responsibility and complete work with acceptable pressure. Excellent time management, organisational skills, self-motivated and goal driven. Ability to effectively communicate to technical and non-technical personnel in the organization Comply with the performance management and development system (contracting, quarterly reviews, and final assessment).

ENQUIRIES : Mr. Dladla J.T Tel No: (012)717 9487
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

NOTE : Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

CLOSING DATE : 09 November 2018

POST 43/85 : NURSING ASSISTANT GRADE 1 REF NO: EHD2018/10/08 (X2 POSTS)
Directorate: PHC

SALARY : R124 788 – R140 454 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Qualifications that allows registration with SANC ass Nursing Assistant. Current registration with SANC as a Nursing Assistant. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Grade 1: Less than ten (10) years appropriate experience after registration as a Nursing Assistant with the SANC.


ENQUIRIES : Ms E. Mashigo Tel No: (011) 876 1815
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

FOR ATTENTION: Human Resource Manager

NOTE: People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

CLOSING DATE: 09 November 2018

POST 43/86: PHARMACIST ASSISTANT (BASIC) GRADE 1 REF NO: EHD2018/10/06

Directorate: Pharmacy

SALARY: R115 818 - R122 928 per annum (plus benefits)

CENTRE: Ekurhuleni Health District

REQUIREMENTS: Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Basic). Registration with the South African Pharmacy Council (SAPC) as a Basic Pharmacist Assistant. Proof of payment for current annual fees.


ENQUIRIES: Ms T. Burisch Tel No: (011) 878 - 8550

APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

POST 43/87: CLEANERS REF NO: CLEN/KPTH/18/10/18

Directorate: Cleaning Department

SALARY: R96 549 – R113 730 per annum (Level 02) (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Grade 10 and above. Minimum of 1-year proven experience and more in a formal clinical cleaning environment. EPWP with the most recent hospital/clinical cleaning experience will be an advantage. Service certificate must be attached as proof of employment from the company stated on the CV (EPWP contract or motivation from the immediate supervisor where EPWP personnel is allocated, stamped and signed attached as proof of being in the programme).

DUTIES: Cleaning services of a routine nature utilizing a variety of heavy duty cleaning equipments, cleaning of clinical and non-clinical areas in the hospital. terminal cleaning of infectious areas. Strip and seal vinyl floors, scrubbing tiled floors, vacuum of carpet floors. Cleaning windows, walls, door frames and handles. Cleaning of bathrooms and toilets. Emptying, cleaning of general waste bin in designated areas. Perform any other cleaning activities as directed by team leader or supervisor. Cope with physical demands of the work individually or in a team. Be prepared to be rotated to different areas in the hospital, shift work including night duty, public holidays and weekend.

ENQUIRIES: Ms. A.T. Mathonsi Tel No: (012) 318-6634

APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book

NOTE: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a
foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

**CLOSING DATE**: 09 November 2018

**POST 43/88**: **LAUNDRY AID REF NO: LAUD/JDH/003/10/18**

Directorate: Admin and Logistics

**SALARY**: R96 549 per annum

**CENTRE**: Jubilee District Hospital

**REQUIREMENTS**: Grade 9 or Abet level 4 with one (1) year hospital laundry experience, sewing experience, good communication skills. Be able to count and read, have physical strength demands. Understand government policies. A driver’s license will be an added advantage. Willing to work on weekends and holidays. Be able to rotate within laundry department.

**DUTIES**: Assist in the daily functions of laundry including collection and delivery of linen. Sort, count, and record soiled and clean linen. Dispatch clean linen to the wards and other departments. Mend linen. Loading and offloading of linen from delivery truck, informing supervisor of any problems that are encountered. clean working area on daily basis. Lifting of heavy linen bags and pushing of linen trolleys. Willing to undergo continuous training and development program. Execute all legal instruct ions by the supervisors or management. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).

**ENQUIRIES**: Mrs Makuwa M.M Tel No: (012)717 9341

**APPLICATIONS**: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

**NOTE**: Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

**CLOSING DATE**: 09 November 2018

**POST 43/89**: **CLEANER REF NO: CLEN/JDH/004/10/18 (X3 POSTS)**

Directorate: Infection Control Unit

**SALARY**: R96 549 Per annum

**CENTRE**: Jubilee District Hospital

**REQUIREMENTS**: Abet Level 4/Grade 9, Previous Experience in Cleaning of Health Facilities, Ability to Work Shifts/Day and Night.

**DUTIES**: Cleaning and Scrubbing of Floors and Walls, Damp Dusting All Equipment and Furniture in Units. Care of Soiled Linen (Sluicing). Emptying of Bins, Washing of Windows, And Glass Doors. Cleaning and Disinfection of Critical Areas, i.e Toilets, Sluice Room and Corridors. Receiving and Packing of Linen. Care of and Storage of Cleaning Equipment and Material. Any Other Duties as Per Delegation of the Supervisor. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment).

**ENQUIRIES**: Ms Mokgabudi JJ Tel No: (012)717 9377

**APPLICATIONS**: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

**NOTE**: Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

**CLOSING DATE**: 09 November 2018
POST 43/90 : CLEANER REF NO: CLEAN/HEDH/ 1 OF 2018 (X5 POSTS)
Department: Support
This is re advertisement Candidates that previously applied need to re-apply.

SALARY : R96 549 per annum (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : ABET Level 4 (Adult Education and Training) equivalent to Grade 8 – 9 or NQF level 1.
Flexibility regarding shifts and Compulsory shift work. Knowledge of operating various machines/equipment.
DUTIES : Provision of cleaning services (cleaning of wards, offices, corridors and boardrooms, dusting and waxing of furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing of floors, cleaning walls, windows and doors, emptying and cleaning dustbins, collect and removing of waste papers, freshen office areas). Cleaning of kitchens (cleaning of basins, wash and keep stock of stock, arrange refreshments for meetings and filling of water bottles). Cleaning of restrooms (refilling of hand wash liquid soap, replace toilet paper and hand paper, empty waste bins and refresh toilets and clean toilets. Keep and maintain cleaning materials and equipment (report broken cleaning Machines and equipment, cleaning of machines and equipment after use and request cleaning materials). Adhere to six quality priorities. Good communication skills (verbal and written).
ENQUIRIES : Mr. L.G. Mosala Tel No: (016) 341 1288
APPLICATIONS : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 3 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
CLOSING DATE : 09 November 2018

POST 43/91 : PORTER REF NO: PORT/JDH/005/10/18 (X2 POSTS)
Directorate: Support Services

SALARY : R96 549 per annum (plus benefits)
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 10 Certificate or equivalent qualifications with between 0-2 years relevant experience. Basic communication skill. Ability to work in a team. Client liaison course will be an added advantage. Must be willing to work shifts and prepared to work under pressure.
DUTIES : Responsible for the transportation of walking, wheelchair and patients on stretchers. Collection of wheelchairs and stretchers from all hospital treatment points to the Porter’s pool. Responsible for stretchers and wheelchairs. Reporting of damaged or broken equipment to the supervisor.
ENQUIRIES : Ms Makwala MM Tel No: 012 717 9378/ 40
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Suitable candidate 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. Successful applicants will undergo a medical screening test. The institution reserves the right not to fill the post.
CLOSING DATE : 09 November 2018
ANNEXURE U

PROVINCIAL ADMINISTRATION: KWAZULU NTAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.

APPLICATIONS : Please forward the application quoting the reference number to the Chief Director: Human Resource Management and Development, Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered to: 330 Langalibalele Street, Pietermaritzburg.

FOR ATTENTION : Mr LA Nyilenda
CLOSING DATE : 09 November 2018 (Applications received after this date will not be accepted).
NOTE : Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver’s license and ID -no copies of previously certified copies. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates.
Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment).Faxed or late applications will not be accepted. Should candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 43/92 : DEPUTY DIRECTOR - GENERAL: LOCAL GOVERNMENT REF NO: 1/2018 (LGB)
Branch: Local Government

SALARY : R1 446 378 per annum (All inclusive senior management service package)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in a possession of a Post Graduate qualification or NQF level 8 in Local Governance/ Public Administration /LLB/ Social Science coupled with 8 years of experience at a senior management level in Local Government environment. Essential Knowledge, Skills and Competencies Required:The successful candidate must have: knowledge of legislations (MPRA, MFMA and Municipal Systems Act) as well as relevant municipal policies and bylaws, knowledge in Interpretation, research and development of legislations, knowledge of monitoring and evaluation processes and systems, knowledge of policy analysis, awareness and understanding of the municipal environment, planning and organizing skills, strategic planning and project management skills, conflict resolution, problem solving and decision making skills, time management and team development skills, management of finances and financial skills, good communication skills (verbal & written), good computer literacy in MS office, a valid drivers license.

DUTIES : The successful candidate will be required to co-ordinate, promote, monitor, support and enhance governance in municipalities with the following key responsibilities: Manage the promotion of sound municipal administration and good governance, Manage the monitoring of municipalities towards enhanced financial governance, management and sustainability, Co-ordinate and provide capacity building initiatives and enhance governance through public participation and community development, Ensure co-ordination of support within the department and municipalities, Manage the effective utilization of resources for the branch.

ENQUIRIES : Mr T Tubane at 033 395 2035
## OTHER POSTS

<table>
<thead>
<tr>
<th>POST 43/93</th>
<th>DEPUTY DIRECTOR: NERVE CENTRE REF NO: 3/ 2018 (MSDS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R826 053 per annum (All inclusive middle management service package)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Pietermaritzburg</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>The ideal candidate must be in a possession of a National Diploma in the field of Local Government/ Administration/ Public Administration/ Public Management/ B Comm/ Town and Regional Planning coupled with 3 years' junior management experience in a performance management and or local government environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: sound knowledge and understanding of the constitution of south africa, knowledge of local government and public service legislations, as well as policies, knowledge of back to basics programme, municipal practices and procedures as well as employee performance and management system, knowledge of community development, municipal performance management and project management principles, good language, listening, decision making and presentation skills, good planning, organisational and project management skills, good report writing, facilitating, basic finance, supervisory and management skills, good communication skills (written and verbal), proven ability to communicate with other governments departments both national and provincial, municipalities, amakhosi, political office bearers, private sector and general public, computer literacy in MS Office, a valid driver’s license.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>The successful candidate will be required to manage National/ Provincial service improvement support programmes to municipalities with the following key responsibilities: manage local government service delivery improvement programmes for the department, evaluate effectiveness of service improvement plans and programmes, manage and co-ordinate the electronic information/ systems of the nerve centre, develop and implement policies, frameworks, guidelines and toolkits manage and collate district and municipal profiles and provide report, manage the resources of the sub-directorate.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms B Ally at 033-3953217</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 43/94</th>
<th>DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 04/2018 (MSDS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R697 001 per annum</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Pietermaritzburg</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>The ideal candidate must be in a possession of a National Diploma or NQF level 6 in Public Administration/ Political Sciences/ Developmental Studies/ Social Sciences coupled with 3-5 years at junior management experience in local government environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: knowledge of relevant legislation, knowledge of all relevant enabling prescripts, knowledge of intergovernmental and international relations, knowledge of functioning of municipalities, ability to articulate and implement the IGFA, ability to nurture relationships with strategic partners within and outside of government sector, planning and management, good planning and management as well as strategic analysis skills, good presentation and facilitation skills, conflict resolution and problem solving skills, team development and decision making skills, good communication skills (verbal &amp; written), Computer literacy in MS Office, A valid code 8 drivers licence.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>The successful candidate will be required to coordinate and promote intergovernmental relations with the following key responsibilities: promote and facilitate an effective and efficient intergovernmental relations, monitor and report on IGR matters, provide secretariat function at Intergovernmental Forums, provide international and local twinning arrangement by identifying towns and cities in the world and SA that correspond with KZN cities/ towns, develop and implement policies, frameworks, guidelines and toolkits, management of resources.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms B Ally at 033-3953217</td>
</tr>
</tbody>
</table>
POST 43/95 : PROPERTY VALUER: VALUATIONS REF NO: 1/2018 (MF)
Chief Directorate: Municipal Finance
Directorate: Municipal Finance Support

SALARY : R697 001 per annum (All inclusive middle management service package)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 in Real Estate (approved by the South African Council for the Property Valuer Profession SACPVP) coupled with 3 post registration experience as a Professional Valuer or a Professional Associated Valuer in a Municipal environment with no restrictions. Furthermore, the ideal candidate must also be registered with the South African Council for the Property Valuer Profession as a Professional Valuer or a Professional Associated Valuer with no restrictions). Essential Knowledge, Skills And Competencies Required: the successful candidate must have: sound knowledge of legislations relating to Local Government property valuation and rating (MPRA, Municipal Systems Act and MFMA), knowledge and skills in property valuation, comprehensive understanding of property and general valuation principles, knowledge of tariff modelling and analysis, knowledge of the use of IGR (ESRI Arc GIS), knowledge of policy analysis and development, knowledge of project management and financial management, awareness and understanding of municipal environment, strategic planning and team development skills, decision making and problem solving skills, project and financial management skills, ability to work with no supervision, ability to formulate presentations and to present, project management skills, good communication skills (verbal & written), computer literacy in MS office, email programmes and project management tools, a valid code 8 drivers licence.

DUTIES : the successful candidate will be required to provide specialist valuation and rating support to municipalities within the province with the following key responsibilities: provide technical support to ensure statutory obligations of the MEC are met in respect of the MPRA, provide specialist support on rating to support revenue enhancement, manage the establishment and maintenance of Valuation Appeal Boards (VAB), provide dispute resolution interventions with regards to valuations and rating, facilitate capacity building within municipalities with regards to valuation and rating, develop policies, strategies and guidelines aimed at municipal revenue enhancement within the province.

ENQUIRIES : Ms J Krishnan at 033 355 6563

POST 43/96 : PROPERTY VALUER: MARKET ANALYST REF NO: 2/2018 (MF)
Directorate: Municipal Finance Support

SALARY : R697 001 per annum (All inclusive middle management service package)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 in Real Estate (approved by the South African Council for the Property Valuer Profession SACPVP) coupled with 3 years junior management experience in a municipal environment. Furthermore, the ideal candidate must also be registered with the South African Council for the Property Valuer Profession (SACPVP) as a Professional Valuer with no restrictions for more than 5 years coupled with 5 experience in valuations and mass appraisal techniques in a municipal environment. Project Management qualification would be an added advantage. Essential Knowledge, Skills and Competencies Required:The successful candidate must have: Sound knowledge of legislations relating to Local Government property valuation and rating (MPRA, Municipal Systems Act and MFMA), Knowledge and skills in Property Valuation including mass appraisal and data analyst, comprehensive understanding of property and general valuation principles, knowledge of the use of GIS (ESRI Arc GIS), knowledge of policy analysis and development knowledge of project management and financial management, awareness and understanding of municipal environment, strategic planning and team development skills, decision making and problem solving skills, Data, management, project solving and financial management skills, ability to work with no supervision, ability to formulate presentations and to present, project management skills, good communication skills (verbal & written), computer literacy in MS office, email programmes and project management tools, a valid code 8 drivers licence.
DUTIES: The successful candidate will be required to ensure quality assurance on municipal valuation rolls in terms of legislation and applicable standards within the province with the following key responsibilities: manage the quality assurance process of valuation rolls in accordance with recognised valuation standards and criteria, manage and support the development and implementation of standards, specifications, systems and data management strategies pertaining to the MPRA and valuation rolls, provide specialist support to municipalities on non-movable property valuation and property related matters, administer capacity building within municipalities with regards to municipal valuation and processes, develop policies, strategies and guidelines aimed at municipal valuations within the province, manage the resources of the Sub-Directorate.

ENQUIRIES: Ms J Krishnan at 033 355 6563

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

APPLICATIONS: Head Office Posts: Applications should be sent by post addressed to the Director: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritzburg Street, Pietermaritzburg, 3201. for district office posts: the envelope containing application documents must be clearly marked “advertised posts” and forwarded to the addresses listed below:

- Ilembe District, Private Bag X9001, Stanger, 4450. Attention: Ms. S.P Mkhize
- Pinetown District, Private Bag X10612, Pinetown, 3600. Attention: Ms. N.C Luthuli
- Umlazi District, Private Bag X08, Mobeni, 4031, Attention: Ms. GG Hadebe
- Ugu District, Private Bag X860, Port Shepstone, 4240. Attention: Mr. N.M Mtshali
- Harry Gwala District, Private Bag X3560, Kokstad, 4700. Attention: Mr. S.C Zimema
- UMgungundlovu District, Private Bag X9136, Pietermaritzburg, 3200, Attention: Mr. JMJ Ngubane
- UThukela District, Private Bag X10041, Ladysmith, 3370, Attention: Mr. S.A Zulu
- UMzinyathi District, Private Bag X2001, Dundee, 3000. Mr. S.J Ndaba
- Amajuba District: Private Bag X6618, Newcastle, 2940. Attention: Mr. B.N Mdalose
- King Cetshwayo District, Private Bag X20104, Empangeni, 3880. Attention: Mr. S.B Dube
- UMKhanyakude District, Private Bag X567, Mkuze, 3965. Attention: Ms. F.N.R Dumisa
- Zululand District, Private Bag X59, Ulundi, 3838, Attention: Mr. S.J Gumede

FOR ATTENTION: MS. P.S. Mthembu

CLOSING DATE: 16 November 2018 at 16H30

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications and RSA ID document as well as a valid driver’s license. Applicants must ensure that they fully complete and sign the Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No faxed applications will be considered. Note: The filling of the post will be done in terms of the Department’s approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Preference will be given to persons from designated groups including persons with disabilities. Applications may also be hand delivered to the relevant district office.

OTHER POSTS

POST 43/97: DEPUTY DIRECTOR: FINANCE

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

CENTRE: UMzinyathi District: Ref No: DOE/71/2018
REQUIREMENTS: Bachelor's Degree or Diploma in Commerce coupled with three (3) years' management experience in finance environment. Extensive experience in Finance and broad financial management knowledge. Valid Driver's License. Computer Literacy. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills – computer (PERSAL, BAS and spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

DUTIES: Manage accounting control as it relates to revenue control, salary administration, and debtor and creditor administration. Manage suspense accounts relating to salaries. Render financial management support services with regards to the MTEF cycle ie. Budget and expenditure management in terms of the PFMA, Treasury Regulations and Practice notes. Manage the procurement of goods and services. Manage the safekeeping, maintenance and disposal of assets. Manage the resources of the sub-directorate.

ENQUIRIES: UMtinyathi District: Mr. SW Kheswa Tel No: 034-219 2703 Harry Gwala District: Ms. ZC Zakuza-Njakazi Tel No 039- 797 3703 Zululand District: Mr. PD Ndlovu Tel No: 034-989 9885 Ugu District: Mr. WM Sibiya Tel No 039- 688 8991 Amajuba District: Mr. SDR Kubheka Tel No: 034-328 4502 UMgungundlovu District: Mr. S Mabinza Tel No: 033- 341 6403 UMkhanyakude District: Mr. TJ Motha Tel No: 035- 573 9601

POST 43/98: DEPUTY DIRECTOR: HUMAN RESOURCE SUPPORT SERVICES

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


**DUTIES**

Manage the provision of recruitment and selection services. Manage the provision of appointment services. Manage the processing of leave matters, pension matters, housing matters and personnel matters. Manage staff performance in the sub-directorate. Manage the resources of the component. Supervision of staff in the sub-directorate.

**ENQUIRIES**

Amajuba District: Mr. SDR Kubheka Tel No: 034-328 4502
Uthukela District Tel No: Mrs. ME Mokena: 036-638 5264
UMzinyathi District: Mr. SW Kheswa Tel No: 034-219 2703
Ilembe District: DR LMMS Madondo Tel No: 032-439 6103
King Cetshwayo District: Mr DS Chonco Tel No: 035-9011303
UMkhanyakude District Tel No: Mr. TJ Motha: 035-573 9601
Zululand District: MR PD Ndlovu Tel No: 034 989 9885
Harry Gwala District: Ms. ZC Zakuza-Njakazi Tel No: 039- 797 3703
Ugu District: Mr. WM Sibiya Tel No: 039- 688 8991
UMgungundlovu District: Mr. S Mabinza Tel No: 033 341 6403

**POST 43/99**

**DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT**

**SALARY**

R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE**

UMzinyathi District: Ref No: DOE/88/2018
Ilembe District: Ref No: DOE/89/2018
Zululand District: Ref No: DOE/90/2018
Harry Gwala District: Ref No: DOE/91/2018
Ugu District: Ref No: DOE/92/2018
Umlazi District: Ref No: DOE/93/2018
Uthukela District: Ref No: DOE/94/2018

**REQUIREMENTS**

An appropriate Bachelor’s Degree or Diploma in the field of Public Administration with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver’s license. Practical extensive experience in Employee Relations, Performance Management and HRD. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Training and Development, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial Functions. Analytical thinking, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Change/Diversity Management, Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Financial and Management Reporting.

**DUTIES**


**ENQUIRIES**

UMzinyathi District: Mr. SW Kheswa Tel No: 034-219 2703
Ilembe District: DR LMMS Madondo Tel No: 032-439 6103
Zululand District: MR PD Ndlovu Tel No: 034 989 9885
Harry Gwala District Ms. ZC Zakuza-Njakazi: 039- 797 3703
Ugu District: Mr. WM Sibiya Tel No: 039- 688 8991
Umlazi District: Mr. PN Cele Tel No: 031:360 6597
Uthukela District: Mrs. ME Mokena Tel No: 036-638 5264

**POST 43/100**

**DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DOE/143/2018**

**SALARY**

R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
CENTRE : Head Office

REQUIREMENTS : An appropriate recognized Bachelor’s degree or Diploma. Relevant management experience and extensive experience in Labour Relations coupled with three (3) or more years’ junior management experience. Valid Driver’s Licence. Computer Literacy. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, must be able to demonstrate a thorough knowledge of the Public Service Act; Public Service Regulations; Labour Relation Act; Basic Conditions of Employment Act; PSCBC, ELRC and GPSSBC resolutions. Knowledge of Basic conditions of employment, Labour Relations Act, Public Service Acts and Regulations, Constitution of RSA, Employment of Educators Act, and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, financial management skills, Negotiation skills, Presentation skills, Communication skills, Team building, Project Management, Proven track record of highly evolved conflict resolution and negotiation skills Conflict Management, Organizational, analytical and time management skills, be conversant with Government procedures related to the work and have an understanding of and commitment to government objectives and policies. Have thorough financial management knowledge & experience. Ability to work under pressure and meet deadlines, Outstanding, Interpersonal, supervision and people management skills, Planning and Organizing, Report writing, Innovation, creativity and Empowerment, Honesty, Integrity, Creative, Reliable, Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service orientated, change oriented.

DUTIES : Manage the Collective Bargaining processes, conducting of research in respect of Labour Relations matters, manage personnel, serve as sub-responsibility manager, manage strike, manage consultative forums; Monitor implementation of collective agreements.

ENQUIRIES : Mr N.C. Ngcobo - Tel No: 033 8465402

POST 43/101 : DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOE/144/2018

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

CENTRE : Head Office

REQUIREMENTS : An appropriate Bachelor’s Degree or Diploma in the field of Public Administration with 3-5 years managerial experience in HR Environment. Knowledge of Public Service Act, Public Service Regulations, Employment of Educators Act, Basic conditions of employment Act, Labour Relations Act, Public Finance Management Act, Division of Revenue Act and other relevant prescripts. Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution and team building skills. Candidate must be innovative, proactive, responsible, tactical and diplomatic. Communication (Verbal & written skills). Computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint). Competencies: Knowledge of abovementioned legislations and other relevant Acts. A good understanding of Delegations of authority. Competency in the interpretation and application of policies, policy development, managerial skills, strategic planning, Problem solving and analytical thinking. Advanced knowledge on Persal. Ability to communicate and present issues to management. Intermediate financial management skills, Numeracy skills, Team building skills, Project Management, Risk analysis and control, Good inter-personal skills, Planning and Organising, Report writing, Innovation and creativity and empowerment. Honesty, Integrity, Reliable and Transparent. Ability to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, and customer service orientated, and change oriented.

DUTIES : Manage the implementation of policies and strategic mandates in respect of Human Resource Administration. Administer Service conditions and other HR matter for Head Office based Personnel. Manage the recruitment and selection process of the Department in respect of PSA employees, SMS Members and Office Based Educators. Manage the evaluation of qualifications. Prepare reports to management. Prepare responses to Parliamentary questions from Education Portfolio Committee and other Political Parties. Prepare responses to the Auditor General, Public Protector, Human
Rights Commission, Public Service Commission and other Oversight Structures.
Oversee Human Resource Registry. Manage the Resources of the Sub-Directorate.

ENQUIRIES
Mrs N.V.Hlongwane Tel No: 033 8465533

POST 43/102
DEPUTY DIRECTOR: HUMAN POLICIES /PLANNING & MONITORING REF NO: DOE/145/2018

SALARY
R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

CENTRE
Head Office

REQUIREMENTS
An appropriate Bachelor’s Degree or Diploma in the field of Human Resources or Public Administration with 3-5 years managerial experience in HR Environment. Competencies: Knowledge of Human Resource policies and practices as well as Public Service Act, Public Service Regulations, Employment of Educators Act, Regulations regarding the Terms and Conditions of Educators, Personal Administrative Measures, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act, Division of Revenue Act, Treasury Regulations and Practice notes, Delegations of Authority and other relevant prescripts. Candidate must be innovative, proactive, responsible, tactical and diplomatic with strong Communication (Verbal & written) Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution, Problem solving, analytical thinking and team building skills. Including computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint). Candidate must also possess Policy development and managerial skills. Ability to communicate and present issues to management. Possess Intermediate financial management skills, Numeracy skills, Project Management, Risk analysis and control, Good inter-personal communication, Planning and Organising, Report writing. Attributes- Honest, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service oriented, change oriented.

DUTIES
To provide Human Resource planning and monitoring services. Develop policies, processes and procedures for effective implementation of matters relating to HR Provisioning and Conditions of Service including the OSDs, PILIR, GEHS and Pension exits. Co-ordinate the development of the Human resource plan and monitor and report on progress. Monitor consistent compliance with prescriptions and policies. Co-ordinate the development of the Employment Equity Plan and report on progress.

ENQUIRIES
Mrs N.V.Hlongwane Tel No: 033 8465533

POST 43/103
DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DOE/146/2018 (X2 POSTS)

SALARY
R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

CENTRE
Head Office

REQUIREMENTS
An appropriate Bachelor’s Degree or Diploma in Human Resource Management or equivalent qualification. A minimum of 3 to 5 years’ management experience. Extensive experience in Human Resource Management/Performance Management. Broad financial management experience, working knowledge and experience in a government environment or public sector is an added advantage. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Performance Management and Development Frameworks and other relevant prescripts. Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution and team building skills. Candidate must be innovative, proactive, responsible, tactical and diplomatic. Communication (Verbal & written skills). Computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint). A valid driver’s license is also a requirement. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills- computer (PERSAL, BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, Ability to
communicate and present issues to management. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, Good inter-personal communication, Planning and Organising, Report writing, Innovation and creativity and empowerment. Attributes—Honest, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

**DUTIES**

The incumbent will perform the following duties: Manage and maintain staff performance management systems of Public Service (PS), Senior Management Service (SMS), Office Based Educator (OBE) and School Based Educator (IQMS) staff. Manage and monitor the spending of the 1.5% budget allocated for payment of performance incentives and progressions. Administer and monitor the moderation of the assessments and ensure the implementation of progressions, incentives & payments on PERSAL. Give support and render advice to staff regarding procedures, requirements and general prescripts. Provide support and advice during the moderations and quality assure stages of the performance cycles. Advise line managers and staff on the implantation of the departmental recognition and reward framework. Manage the collection of data and the compilation of a variety of reports and statistics on activities to various stakeholders. Provide advice and guidance to management regarding the interpretation and implementation of policies.

**ENQUIRIES**

Mr A.B. Zwane – Tel No: 033 846 5127

**POST 43/104**

**DEPUTY DIRECTOR: BUDGET & EXPENDITURE MONITORING**

**REF NO:** DOE/147/2018

**SALARY**

R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE**

Head Office

**REQUIREMENTS**

Bachelor’s Degree or National Diploma or Commerce or equivalent couple with three (3-5) year’s junior management experience. Computer Literacy. Valid Driver’s Licence. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills – computer (PERSAL, BAS and spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment. Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

**DUTIES**

Preparation of the Department’s budget and monitoring expenditure. Prepare budget for the Department. Ensure that the budget is correctly captured on BAS. Review monthly cash flows of all components. Prepare journal entries to correct errors and misallocations. Manage budget Staff. Safe guard the assets of all components.

**ENQUIRIES**

Mr N. Mpanza Tel No: 033 846 5450

**POST 43/105**

**DEPUTY DIRECTOR: DEMAND MANAGEMENT AND CONTRACT MANAGEMENT**

**Directorate: Demand and Acquisition**

**REF NO:** DOE/148/2018

**SALARY**

R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE**

Head Office

**REQUIREMENTS**

Bachelor’s Degree or National Diploma in Commerce/ Supply Chain Management or equivalent couple with at least three (3) years’ junior management experience in a finance/ SCM environment. Computer Literacy. Valid Driver’s License. Competencies: Advanced knowledge of PFMA, Treasury Regulations and Practice Notes. Sound
knowledge and understanding of: Financial Management principles; Procurement Procedures and Supply Chain management procedures; Strategic Management; Public Sector reporting procedures; and Service Delivery Solutions. Experience in Public Sector Financial Management, Demand Management and Public Sector Reporting. Computer skills (BAS and spreadsheets), Honesty, Integrity, Reliability and Accuracy, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, Influencing skills, customer service oriented, and change oriented.

**DUTIES:**
- Conduct needs assessments; Conduct a market and industry analysis; Manage procurement planning for the department; Manage the process of drafting specifications/terms of reference; Management of bid/ quotation process; Manage and administer SCM contracts; Manage Performance and Risk; Reporting of Supply Chain Management information as per legislative requirements; Conduct the annual SCM risk assessment and develop a risk response plan; Provide support to District Management in relation to the functions of the SCM; Management of human resources of the office.

**ENQUIRIES:**
Ms. HB Kumalo Tel No: 033 846 5523

**POST 43/106:**
**DEPUTY DIRECTOR: TAX**
**REF NO: DOE/149/2018**
**CENTRE:**
Head Office
**SALARY:**
R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**REQUIREMENTS:**
National Diploma or Bachelor’s Degree in Commerce or equivalent coupled with three (3) year’s junior management experience. Computer Literacy. Valid Driver’s License. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills – computer (PERSAL, BAS and spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good interpersonal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

**DUTIES:**
To manage the Tax Sub-Directorate; reconcile and report tax related transactions for the Department. Ensure Persal monthly and tax year end reports are drawn, distributed and cleared to enable a CSV file Attend to and investigate correspondence relating to tax queries. Supervise and control staff and their records/ensure performance assessments and related documents are submitted/ensure accurate leave records on Persal/mentor interns/attend and prepare meetings with SARS; Persal Controller and Finance. Processing and authorising BAS documents and reports. Deal with logic related queries. Attend to yearly reconciliation and amend previous years reconciliation.

**ENQUIRIES:**
Mrs. MMLS Mkhize Tel No: 033 -3486000

**POST 43/107:**
**DEPUTY DIRECTOR: SALARIES**
**REF NO: DOE/150/2018**
**CENTRE:**
Head Office
**SALARY:**
R697 011 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**REQUIREMENTS:**
National Diploma or Bachelor’s Degree in Commerce or equivalent coupled with three (3) year’s junior management experience. Computer Literacy. Valid Driver’s License. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant
legislation. Skills – computer (PERSAL, BAS and spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment, Honesty, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

**DUTIES**

To manage the Salaries Sub-Directorate and to manage suspense accounts relating to salaries and salary related conduct account reconciliation. Clearing of salary related accounts. Processing payments of salaries, allowances and deductions. Attending to queries pertaining to salaries. Supervision of staff. Attend to Office of the Premier and Department Persal Controller.

**ENQUIRIES**

Mrs. MMLS Mkhize- Tel No: 033 348600

**POST 43/108**

ASSISTANT DIRECTOR: ACCOUNTING CONTROL SERVICES

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Umzinyathi District: Ref No: DOE/95/2018
Umlazi District: Ref No: DOE/96/2018
King Cetshwayo District: Ref No: DOE/97/2018
Umkhanyakude District: Ref No: DOE/98/2018
Harry Gwala District: Ref No: DOE/99/2018
Ugu District: Ref No: DOE/100/2018
Pinetown District: Ref No: DOE/101/2018
Ilembe District: Ref No: DOE/102/2018
Uthukela District: Ref No: DOE/103/2018

**REQUIREMENTS**

Degree/National Diploma in Commerce. 3-5 years supervisory experience. Computer literacy. Valid Drivers licence. A Practical Extensive Experience in BAS, PERSAL and VULINDLELA. Experience in public sector finance & budget processes, Debt Management, responding to audit enquiries and preparation of financial statements. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and regulations, the constitution and other relevant legislation, Advance knowledge of PFMA, Treasury regulations, Practice notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation, Computer (PERSAL, BAS, and Spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team Building, Communication, Project Management, Conflict Management, Risk analysis and control, good inter-personal communication, Planning and organising, Strategic planning, Report writing, innovation and creativity, Empowerment.

**DUTIES**

Oversee the remuneration of Employees and Creditors. Management Suspense Accounts and debtors relating to employees, ex-employees and creditors, payments & updating of accounts. Render financial management support services with regards to the MTEF cycle i.e budget and expenditure management in terms of the PFMA, Treasury Regulations and Practice notes. Manage Norms and Standards. Manage the resources of the component. Provide remuneration to personnel and payroll control. Control and maintain salary accounts and records. Render settlement of miscellaneous accounts and Render the administration of creditor accounts. Assist the Deputy Director in responding to audit enquiries, ensure that quarterly appraisals and monthly reports are done and submitted to the Deputy Director. Preparation of Notes to Financial Statements.

**ENQUIRIES**

UMzinyathi District: Mr. SW Kheswa Tel No: 034-219 2703
Umlazi District Tel No: Mr. PN Cele: 031-360 6597
King Cetshwayo District: Mr. DS Chonco Tel No: 035-9011303
Umkhanyakude District: Mr. TJ Motha Tel No: 035- 573 9601
Harry Gwala District: Ms. ZC Zakuza-Njakazi Tel No: 039- 797 3703
Ugu District: Mr. WM Sibiya Tel No: 039- 688 8991
POST 43/109: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

SALARY: R356 289 per annum (Level 09)
CENTRE:
- Amajuba District: Ref No: DOE/104/2018
- Uthukela District: Ref No: DOE/105/2018
- Umzinyathi District: Ref No: DOE/106/2018
- Ilembe District: Ref No: DOE/107/2018
- Umkhanyakude District: Ref No: DOE/108/2018
- King Cetshwayo District: Ref No: DOE/109/2018
- Umgungundlovu District: Ref No: DOE/110/2018
- Ugu District: Ref No: DOE/111/2018
- Harry Gwala District: Ref No: DOE/112/2018

REQUIREMENTS:
- National Diploma or Bachelor's Degree in Supply Chain Management or Equivalent.
- 3-5 years' experience in the Supply Chain Management and Procurement Environment, with extensive experience in supervisory capacity. The following will serve as strong recommendations: a Valid Driver's License, proven working knowledge of government procurement procedures and regulations: Knowledge of BAS, knowledge of PPPFA, PFMA and Treasury Regulations. Ability to capture information accurately and in detail. Leadership and management skills. High level of computer literacy. Competencies: Communication skill (verbal and written), interpersonal, coordinating and organizing skills. Confidence, confidentiality and reliability. Ability to work under tight deadlines and pressure. Must be willing to work beyond normal working hours when required. Knowledge of administration policies and practices, budgeting and managerial functions, BAS, Central Supplier Database (CSD), Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations. Risk Management and Internal controls, Knowledge of PFMA. Problem solving, organising, strategic planning, computer utilisation, financial management, change/diversity management, team building, conflict resolution, facilitation and project management. Discipline, innovation, creativity and problem solving.

DUTIES:
- Management of Bidding committees & the bidding process, monitor secretariat service to BID Committees, Maintain prescripts, manage and oversee the supply chain management process, verify and ensure that all specifications/terms of reference are correct before placing on the committee agenda, check the correctness of comparative schedules, documentation and minutes. Act as advisor to the evaluation and/or awarding committees, provide inputs into budget of the directorate, and provide guidance to staff. Identify current & future procurement needs of the District & link them to the Departmental Strategic & Operational Plans. Perform Industry and commodity analysis including market analysis. Determine sourcing strategies. Manage the demand process for goods and services and ensure that they are in line with the Departmental Procurement Plan. Oversee the processing of payment to service providers. Manage the Asset Management Services in the District Office. Manage the Resources of the component. Provide guidance to staff. Assist the Deputy Director in responding to audit enquiries, ensure that quarterly appraisals and monthly reports are done and submitted to the Deputy Director. Preparation of Notes to Financial Statements.

ENQUIRIES:
- Amajuba District: Mr. SDR Kubheka Tel No: 034-328 4502
- Uthukela District: Mrs. ME Mokoena Tel No: 036-638 5264
- UMzinyathi District: Mr SW Kheswa Tel No: 034-219 2703
- DR LMMS Madondo Tel No: 032-439 6103
- UMkhanyakude District: Mr. TJ Motha Tel No: 035-573 9601
- King Cetshwayo District Tel No: Mr. DS Chonco: 035-901 1303;

POST 43/110: ASSISTANT DIRECTOR: EMPLOYEE RELATIONS

SALARY: R356 289 per annum (Level 09)
CENTRE:
- Amajuba District: Ref No: DOE/113/2018
- Uthukela District: Ref No: DOE/114/2018
- Pinetown District: Ref No: DOE/115/2018
- Umlazi District: Ref No: DOE/116/2018:

DUTIES: Handling matter pertaining to misconduct. Oversee the provision of support and advise on employee relations issues in the District. Manage the handling of grievances and disputes and the implementation of the disciplinary code and procedure. Co-ordinate training on employee relations issues in the District. Manage database in the component. Discipline, grievance and dispute cases. Manage the resources of the component. Manage staff performance in the component. Supervision of staff in the component.

ENQURIES:
- Amajuba District: Mr. SDR Kubheka Tel No: 034 328 4502
- Uthukela District: Mrs. ME Mokoena Tel No: 036 638 5264
- Pinetown District: Mr. SLN Kheswa Tel No: 031 716 2708
- Umlazi District: Mr. PN Cele Tel No: 031 360 6597
- King Cetshwayo District: Mr. DS Chonco Tel No: 035-901 1303
- Zululand District: Mr. PD Ndlovu Tel No: 034 989 9885
- Harry Gwala District: Ms. ZC Zakuza-Njakazi Tel No: 039-797 3703
- Ugu District: Mr. WM Sibiya Tel No: 039-688 8991
- Umgungundlovu District: Mr. S Mabinza Tel No: 033-341 6403

POST 43/111:

ASSISTANT DIRECTOR: HUMAN RESOURCE SERVICE CONDITIONS


DUTIES: Co-ordinate pension and personnel welfare matters. Oversee the administration of leave related matters and Long Service Awards. Coordinate the processing of termination of services. Oversee the administration of Homeowners allowances and issuing of State

POST 43/111:

Assistant Director: Human Resource Service Conditions

Salary: R356 289 per annum (Level 09)

Centre: Amajuba District: Ref No: DOE/122/2018
Umzinyathi District: Ref No: DOE/123/2018
Ilembe District: Ref No: DOE/124/2018
Pinetown District: Ref No: DOE/125/2018
Umlazi District: Ref No: DOE/126/2018
Umkhanyakude District: Ref No: DOE/127/2018
Harry Gwala District: Ref No: DOE/128/2018
Ugu District: Ref No: DOE/129/2018
King Cetshwayo District: Ref No: DOE/130/2018
Guarantees. Coordinate the pension and personnel matters. Oversee the provision of other general service conditions. Manage the resources of the component. Supervision of staff in the component. Manage staff performance in the component.

ENQURIES:
- Amajuba District: Mr. SDR Kubheka Tel No: 034 328 4502
- UMzinyathi District: Mr SW Kheswa Tel No: 034 219 2703
- Ilembe District: Dr LMMS Madondo Tel No: 032 439 6103
- Pinetown District: Mr. SLN Kheswa Tel No: 031 716 2708
- Umlazi District: Mr. PN Cele Tel No: 031 360 6597
- UMkhanyakude District: Mr. TJ Motha Tel No: 035 573 9601
- Harry Gwala District: Ms. ZC Zakuza-Njakazi Tel No: 039-797 3703
- Ugu District: Mr. WM Sibiya Tel No: 039-688 8991
- King Cetshwayo District: Mr. DS Chonco Tel No: 035-901 1303,

POST 43/112:
ASSISTANT DIRECTOR HUMAN RESOURCE PROVISIONING

SALARY:
R356 289 per annum (Level 09)

CENTRE:
- Amajuba District: Ref No: DOE/131/2018
- UMzinyathi District: Ref No: DOE/132/2018
- Pinetown District: Ref No: DOE/133/2018
- Umlazi District: Ref No: DOE/134/2018
- UMkhanyakude District: Ref No: DOE/135/2018

REQUIREMENTS:

DUTIES:
Oversee the compilation of vacancy list for advertisement and the distribution of Bulletins to institutions. Oversee the handling of all Matters pertaining to the recruitment and selection process of Personnel and exercising of establishment control. Oversee the provision of services with regards to the filling of posts. Control the processing of payments in respect of salaries, Standby and shift allowance and, ECD appointments. Oversee the granting of recognition for improved Qualifications. Manage the resources of the component. Supervision of staff in the component. Manage staff performance in the component.

ENQURIES:
- Amajuba District: Mr. SDR Kubheka Tel No: 034 328 4502
- UMzinyathi District: Mr SW Kheswa Tel No: 034 219 2703
- Pinetown District: Mr. SLN Kheswa Tel No: 031 716 2708
- Umlazi District: Mr. PN Cele Tel No: 031 360 6597
- UMkhanyakude District: Mr. TJ Motha Tel No: 035 573 9601
- Harry Gwala District: Ms. ZC Zakuza-Njakazi Tel No: 039-797 3703

POST 43/113:
ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT

SALARY:
R356 289 per annum (Level 09)

CENTRE:
- Uthukela District: Ref No: DOE/137/2018
- UMzinyathi District: Ref No: DOE/138/2018
- Ilembe District: Ref No: DOE/139/2018
- UMkhanyakude District: Ref No: DOE/140/2018
- Harry Gwala District: Ref No: DOE/141/2018
- Umgungundlovu District: Ref No: DOE/142/2018

REQUIREMENTS:
An appropriate National Diploma or Bachelor’s Degree in Human Resource Management. 3-5 years supervisory practical experience in the Human Resource Management Section in the Public Service, a valid driver’s license. Competencies: Knowledge of Administration procedures, Public Service Regulations, Public Service Act, Labour Relations Act, Employment of Educators act as amended, ELRC and
GPSSBC Collective Agreements, Basic conditions of Service Act, Public Finance Management Act (PFMA) and other relevant prescripts. Planning and Organizing, Departmental Strategic Objectives, Management Reporting, Stakeholder Relations Management, Numeracy, Decision Making and Problem Solving, Computer Utilization, Team Building, Conflict Resolution, Communication, Interpersonal Skills, Project Management, Ability to work independently and Report writing.

**DUTIES**


**ENQUIRIES**

Uthukela District: Mrs. ME Mokena Tel No: 036-638 5264
UMzinyathi District: Mr. SW Kheswa Tel No: 034-219 2703
Ilembe District: Dr LMMS Madondo Tel No: 032 439 6103
UMkhanyakude District: Mr. TJ Motha Tel No: 035- 573 9601
Harry Gwala District: Ms. ZC Zakuza-Njakazi Tel No: 039- 797 3703
Umgungundlovu District: Mr S Mabinza Tel No: 033 341 6403

**POST 43/114**

**ASSISTANT DIRECTOR: DISCIPLINE REF NO: DOE/151/2018**

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

**CENTRE**: Head Office

**REQUIREMENTS**

Bachelor’s degree /diploma in Labour Relations / Human Resources. 3 years’ experience in Labour Relations. Well-developed written and verbal communication skills, good interpersonal skills, computer literacy, ability to interact with stakeholders at various levels. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, PSCBC, GPSSBC Resolutions and any other legislation inherent to the post. Valid Driver’s license. Competencies: Knowledge of a variety of work ranges and procedures such as: Public Services Act, Public Service Regulations, Labour Relations Act, Finance, Human Resource Matters, Training Development, Planning and Organising, Administration procedures relating to specific work environment, how to research/gather information and analyse Prescripts & Legislation.

**DUTIES**

Advise managers on labour Relations policy areas. Represent the Department in the disciplinary hearings, conciliations and arbitrations. Conduct investigations regarding misconduct and grievances. Provide training to employees concerning Labour Relations matters. Supervise subordinates. Prepare submissions and reports to the Head of Department for the implementation of arbitration awards. Responsible for capturing of misconduct and grievances on Persal.

**ENQUIRIES**

Mr. N C Ngcobo - Tel No: 033 846 5402

**POST 43/115**

**ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DOE/152/2018**

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

**CENTRE**: Head Office

**REQUIREMENTS**

Bachelor’s degree /diploma in Labour Relations / Human Resources. 3 years’ experience in Labour Relations. Well-developed written and verbal communication skills, good interpersonal skills, computer literacy, ability to interact with stakeholders at various levels. Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, PSCBC, GPSSBC Resolutions and any other legislation inherent to the post. Valid Driver’s license. Competencies: Knowledge of a variety of work ranges and procedures such as: Public Services Act, Public Service Regulations, Labour Relations Act, Finance, Human Resource Matters, Training Development, Planning and Organising, Administration procedures relating to specific work environment, how to research/gather information and analyse Prescripts & Legislation.

**DUTIES**

Advise managers on labour Relations policy areas. Represent the Department in the disciplinary hearings, conciliations and arbitrations. Conduct investigations regarding misconduct and grievances. Provide training to employees concerning Labour Relations matters. Supervise subordinates. Prepare submissions and reports to the Head of Department for the implementation of arbitration awards. Responsible for capturing of misconduct and grievances on Persal.
ENQUIRIES : Mr. N C Ngcobo - Tel No: 033 846 5402

POST 43/116 : ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DOE/153/2018 (X2 POSTS)

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

DUTIES : The incumbent will manage the implementation of staff performance management systems of Public Service (PS), Senior Management Service (SMS), Office Based Educator (OBE) and School Based Educator (IQMS) staff. Consolidate the performance agreements and assessments. Coordinate the convening of the Departmental moderating committee. Facilitate the payment of salary progression. Ensure the provision of advisory support services to all role players. Develop compliance reports. Manage the resources of the component.

ENQUIRIES : Mr A.B. Zwane – Tel No: 033- 846 5127

POST 43/117 : ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: DOE/154/2018
Directorate: Demand and Acquisition

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : National Diploma or Bachelor’s Degree in Commerce/ Supply Chain Management or equivalent coupled with at least three (3) years’ supervisory experience. Computer Literacy. Valid Driver’s License. Competencies: Advanced knowledge of PFMA, Treasury Regulations and Practice Notes. Sound knowledge and understanding of: Financial Management principles; Procurement Procedures and Supply Chain management procedures; Strategic Management; Public Sector reporting procedures; and Service Delivery Solutions. Experience in Public Sector Financial Management, Demand Management and Public Sector Reporting. Computer skills (BAS and spreadsheets), Honesty, Integrity, Reliability and Accuracy, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service oriented, change oriented.

DUTIES : Manage and administer SCM related contracts effectively in line with departmental policies and procedures, and in accordance with applicable legislation in respect of: compilation, adjustments, variations and amendments; cancellations and transfers; remedial actions; Management of human resources of the office.

ENQUIRIES : Ms. H.B Kumalo - Tel No: 033 846 5523

POST 43/118 : ASSISTANT DIRECTOR: BID SUPPORT REF NO: DOE/155/2018
Directorate: Demand and Acquisition

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : National Diploma or Bachelor’s Degree in Commerce/ Supply Chain Management or equivalent coupled with at least three (3) years’ supervisory experience. Computer Literacy. Valid Driver’s Licence. Competencies: Advanced knowledge of PFMA,
Treasury Regulations and Practice Notes. Sound knowledge and understanding of: Financial Management principles; Procurement Procedures and Supply Chain management procedures; Strategic Management; Public Sector reporting procedures; and Service Delivery Solutions. Experience in Public Sector Financial Management, Demand Management and Public Sector Reporting. Computer skills (BAS and spreadsheets), Honesty, Integrity, Reliability and Accuracy, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service oriented, change oriented.

**DUTIES**

- Manage the process of compilation of bid/ quotation documentation and adverts;
- Opening and processing of bids/ quotations;
- Evaluation of bids/ quotations;
- Provide support function to departmental bid committees;
- Ensure safe keeping of all quotation/ bid documents and minutes of meetings;
- Management of human resources of the office.

**ENQUIRIES**

Ms. H.B Kumalo - Tel No: 033 846 5523

**POST 43/119**

**ASSISTANT DIRECTOR: TAX REF NO: DOE/156/2018**

Directorate: Salaries & Tax

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Head Office

**REQUIREMENTS**

National Diploma or Bachelor’s Degree in Commerce or equivalent coupled with three (3) year’s junior management experience. Computer Literacy. Valid Driver’s Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

**DUTIES**

- Manage the Tax Sub Directorate, reconcile and report tax related transactions for the Department. Investigate/revise Persal monthly and tax year-end reports ensuring reports are cleared and records are ready for the CSV file. Investigate/revise adjusting certificates and ensuring that an amended IRP5 will be ready for the CSV file. Deal with telephonic and email queries and issue duplicate IRP5’s/ deal with tax calculations/opening and closing of certificates for previous tax years. Assist districts who need guidance regarding salary issues. Compile and capture journals on BAS, capture and revise payments and journals on Persal. Investigation and updating on Excel spreadsheet, journals reflecting on the Tax Account, balancing and tax pay over to SARS. Investigate, revise and create reports, ensuring that records are ready for CSV file. Assisting with balancing of the updated data of creates and adjustments on Excel spreadsheets for the relevant tax year end reconciliation for Persal and non Persal cases.

**ENQUIRIES**

Mrs. MMLS Mkhize - Tel No: 033- 3486000

**POST 43/120**

**ASSISTANT DIRECTOR: SALARY (SUSPENSE ACCOUNT) REF NO: DOE/157/2018**

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Head Office

**REQUIREMENTS**

National Diploma or Bachelor’s Degree in Commerce or equivalent coupled with three (3) year’s junior management experience. Computer Literacy. Valid Driver’s Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

**DUTIES**

- Manage the Salaries Sub Directorate and to manage suspense accounts relating to salaries and conduct salary related account reconciliations. Clearing of salary related accounts. Processing payments of salaries, allowances and deductions. Attending to
queries pertaining to salaries. Supervision of staff. Attend to Office of the Premier and
Departmental Persal Controller.

ENQUIRIES
Mrs. MMLS Mkhize Tel No: 033- 3486000

POST 43/121
ASSISTANT DIRECTOR: SALARY (GARNISHEE) REF NO: DOE/158/2018
Directorate: Salaries & Tax

SALARY
R356 289 per annum (Level 09)

CENTRE
Head Office

REQUIREMENTS
National Diploma or Bachelor’s Degree in Commerce or equivalent couple with three (3)
year’s junior management experience. Computer Literacy. Valid Driver’s Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

DUTIES
Manage the Salaries Sub Directorate and to control salaries and other payment service. Approve and authorize maintenance orders, SARS garnishee and uploading garnishee orders from Persal. Uploading garnishee orders to Q-link. Manage clearing of suspense accounts and refunding employees. Fair attending of stakeholders. Monitor filing of all salary documents. Supervision of staff.

ENQUIRIES
Mrs. MMLS Mkhize Tel No: 033- 3486000

POST 43/122
ASSISTANT DIRECTOR: SALARY (PAYMENTS) REF NO: DOE/159/2018
Directorate: Salaries & Tax

SALARY
R356 289 per annum (Level 09)

CENTRE
Head Office

REQUIREMENTS
National Diploma or Bachelor’s Degree in Commerce or equivalent couple with three (3)
year’s junior management experience. Computer Literacy. Valid Driver’s Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

DUTIES
Manage the Salaries Sub Directorate and to control salaries and other payment service. Clearing of salary related accounts. Processing payments of salaries, allowance and deductions. Attending to queries pertaining to salaries. Supervision of staff. Monitor filing of all salary documents.

ENQUIRIES
Mrs. MMLS Mkhize Tel No: 033- 3486000

POST 43/123
ASSISTANT DIRECTOR: DEBT REF NO: DOE/160/2018
Directorate: Financial Accounting

SALARY
R356 289 per annum (Level 09)

CENTRE
Head Office

REQUIREMENTS
National Diploma or Bachelor’s Degree in Commerce or equivalent couple with three (3)
year’s junior management experience. Computer Literacy. Valid Driver’s Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.
DUTIES: Provide accounting and Debt Services. Control, monitor and clear all Receivable and Revenue Accounts for the Department. Reconcile the Debt, all Suspense and Revenue Accounts for the Department including all districts and to prepare monthly and quarterly reports to management. Liaise with district officials, debtors and other department’s i.r.o outstanding payments, information regarding allocations, both telephonic and in writing. Manage Persal and Bas reconciliations and clear all Persal Exceptions. Check and Authorize BAS Journals, Debt take-on forms and Persal transactions. Check and clear misallocations on BAS before the close of books on BAS monthly and annually. Must be prepared to work under pressure and meet tight deadlines when closing books monthly and annually. Identify unauthorized expenditure and effect adjustments. Supervise and manage personnel performance.

ENQUIRIES: Mr Z.M. Luthuli - Tel No: 033 846 5121

POST 43/124: ASSISTANT DIRECTOR: BANKING REF NO: DOE/161/2018
Directorate: Financial Accounting

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

REQUIREMENTS: National Diploma or Bachelor’s Degree in Commerce or equivalent couple with three (3) year’s junior management experience. Computer Literacy. Valid Driver’s Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

DUTIES: Provide accounting and banking services. Control and monitor all transactions in the Department’s Bank Accounts on a daily basis. Manage and clear all exceptions and bank related Suspense Accounts for the Department on a daily basis. Perform daily and monthly bank reconciliations and report to management. Interaction with Departmental and Bank officials with written and telephonic queries relating to banking/salary recall matters and to work under pressure in meeting tight deadlines. Check and Authorize Journals and online transactions on BAS in respect of bank related transactions. Verify all transactions against the Bank Reconciliation Exception Report against the relative Bank Statement on Cash focus. Reconcile the Exchequer Grant Account against the funds received for Equitable Shares and Conditional Grants from Provincial Treasury and prepare Cash Flow Statement monthly. Inform districts of all salary recalls, returns, payments that exceeded the limits. Supervise and manage personnel performance.

ENQUIRIES: Mr Z.M. Luthuli - Tel No: 033 846 5121

POST 43/125: ASSISTANT DIRECTOR: EXPENDITURE CONTROL CREDITORS REF NO: DOE/162/2018
Directorate: Financial Accounting

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

REQUIREMENTS: National Diploma or Bachelor’s Degree in Commerce or equivalent couple with three (3) year’s junior management experience. Computer Literacy. Valid Driver’s Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

DUTIES: Provide budget and expenditure monitoring services. Compilation of report on processed orders. Monitoring of authorized transaction by supervisors. Management of dispatch process, manage the process of authorizing Bas documents, monthly report compilation, manage Human and Financial Resources, validating and update of
capture/authorised Financial Data against bas control report TP ensure payment disbursement after each run. Supervise and manage personnel performance.

ENQUIRIES : Mr Z.M. Luthuli - Tel No: 033 846 5121

POST 43/126 : ASSISTANT DIRECTOR: COMPUTER AUDITING REF NO: DOE/163/2018
Directorate: Financial Accounting

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : National Diploma or Bachelor’s Degree in Commerce or equivalent couple with three (3) year’s junior management experience. Computer Literacy. Valid Driver’s Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.


ENQUIRIES : Mr Z.M. Luthuli - Tel No: 033 846 5121

POST 43/127 : ASSISTANT DIRECTOR: BUDGET & EXPENDITURE MONITORING REF NO: DOE/164/2018

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : National Diploma or Bachelor’s Degree in Commerce or equivalent couple with three (3) year’s management experience. Computer Literacy. Valid Driver’s Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

DUTIES : Collects and review budget inputs from various components. Prepare Monthly cash flows of all components. Prepare journal entries to correct errors and misallocations. Review requisitions to ensure that correct BAS codes are captured. Manage budget staff

ENQUIRIES : Mr N. Mpanza - Telephone No. 033 354 50

POST 43/128 : ASSISTANT DIRECTOR: PERSAL INFORMATION REF NO: DOE/165/2018

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Appropriate Bachelors degree/ National Diploma in Public Administration with 3 – 5 years supervisory experience in in Human Resource Provisioning or Establishment Control, Code 08 driver’s license. Competencies: Thorough knowledge of the PERSAL system, specifically its functionality & capabilities; Extensive knowledge Public Service Act, Public Service Regulations, Employment of Educators Act, PFMA and PSCBC resolutions; Extensive knowledge of Vulindlela and FTP access; Advanced knowledge of MS Excel, MS Access, MS Word and MS PowerPoint; Successful completion of the Persal Introductory and Persal Information course (Controllers Course will be an added advantage); Excellent writing skills, communication skills; Planning and organizing skills; and.
DUTIES: Manage the provision of Persal Information to stakeholders; Ensure that all information requests adhere to the requestor's specifications/needs. Manage the integrity of data on Persal by ensuring that all data stored on Persal adheres to HR and Financial prescripts and regulations. Alert the system of discrepancies on the information stored on Persal. Manage Persal audit reports distributed to Districts and Head Office. Control the updating of database and statistics. Compile, analyse and submit monthly reports to Management and other stakeholders; and Manage the performance, training, development, supervision & career pathing of staff.

ENQUIRIES: Mrs N.C. Sithole - Tel No: 033 846 5367

POST 43/129: ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DOE/166/2018

SALARY: R356 289 per annum (Level 09)
CENTRE: Head Office
REQUIREMENTS: An appropriate Bachelor's Degree or Diploma in the field of Public Administration with 3-5 years managerial experience in HR Environment. Knowledge of Public Service Act, Public Service Regulations, Employment of Educators Act, Basic conditions of employment Act, Labour Relations Act, Public Finance Management Act, Division of Revenue Act and other relevant prescripts. Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution and team building skills. Candidate must be innovative, proactive, responsible, tactical and diplomatic.


Skills, Computer skills, Numeracy, Decision Making and Problem Solving, Computer utilization, Team Building, Conflict Resolution, Communication and interpersonal skills, financial Management, Project Management, Ability to work independently, report writing.

DUTIES: Manage the handling of matters pertaining to Service conditions, the recruitment and selection process of head office based personnel, SMS Members and Office Based Educators and other HR matters for Head Office based Personnel. Manage the evaluation of qualifications. Prepare reports to Deputy Director. Assist the Deputy Director to prepare responses to Parliamentary Committees such as Education Portfolio Committee. Assist the Deputy Director to prepare responses to the Auditor General, Public Protector, Human Rights Commission, Public Service Commission and other Oversight Structures. Provide personnel to Registry services. Manage the Resources of the Sub-Directorate.

ENQUIRIES: Mrs. N.V.Hlongwane- Tel No: 033 8465533

POST 43/130: ASSISTANT DIRECTOR: HUMAN POLICIES /PLANNING & MONITORING REF NO: DOE/167/2018

SALARY: R356 289 per annum (Level 09)
CENTRE: Head Office
REQUIREMENTS: An appropriate Bachelor’s Degree or Diploma in the field of Human Resources or Public Administration with 3-5 years’ experience in HR Environment. Competences: Knowledge of Human Resource policies and practices as well as Public Service Act, Public Service Regulations, Employment of Educators Act, Regulations regarding the Terms and Conditions of Educators, Personal Administrative Measures, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act, Division of Revenue Act, Treasury Regulations and Practice notes, Delegations of Authority and other relevant prescripts. Candidate must be innovative, proactive, responsible, tactical and diplomatic with strong Communication (Verbal & written) Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution, Problem solving, analytical thinking and team building skills. Including computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint). Candidate must also possess Policy development and managerial skills. Ability to communicate and present issues to management. Possess Intermediate financial management skills, Numeracy skills, Project Management, Risk analysis and control, Good inter-personal...
communication, Planning and Organising, Report writing. Attributes- Honest, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service oriented, change oriented.

**DUTIES**

To provide Human Resource planning and monitoring services. Develop policies, processes and procedures for effective implementation of matters relating to Conditions of Service including PILIR, Pension Exits and GEHS. Co-ordinate the development of the Human resource plan and monitor and report on progress. Monitor consistent compliance with prescriptions and policies.

**ENQUIRIES**

Mrs. N.V.Hlongwane- Tel No: 033 8465533

**DEPARTMENT OF HEALTH**

*Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all occupational categories in the department.*

**OTHER POSTS**

**POST 43/131**

**HEAD CLINICAL UNIT (MAXILLO- FACIAL) REF NO: HCUMAXFACIAL/1/2018**

**SALARY**

R1 643 352 per annum (All-inclusive salary package excluding commuted overtime)

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

MBChB degree or equivalent qualification Plus a Minimum of three (3) years appropriate experience after registration with HPCSA as a Medical Specialist in Maxillo-Facial. Registration Certificate with HPCSA as a Medical Specialist in Maxillo-Facial. Current registration with HPCSA as Medical Specialist – Maxillo Facial. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies Required: Ability to teach and supervise junior staff. Management Skills. Good communication, leadership, decision making and communication skills. Sound Knowledge of clinical concepts in Maxillo Facial. Teaching and supervisory skills Knowledge of Public Service Legislation. Policies and Procedures.

**DUTIES**

Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of post graduate medical students and Allied Health Personnel in the field of Maxillo Facial and participation in formal teaching as required by the department. Promote community-Orientated services and participate in outreach programmes. Conduct specialised outpatient clinics and provide expert opinion where required. To undertake clinical audit programmes within the hospital to improve and maintain high quality of care. Assist with the development of clinical audit programmes in the hospitals in the districts. Compile medium and long term expenditure frameworks and implement fiscal control measures on an ongoing basis. Lead and supervise departmental research activities. Participate in training of Registrar’s, Medical Officer’s and Nurses.

**ENQUIRIES**

Dr LP Mtshali – Tel No: 031 2401105

**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
CLOSING DATE: 09 November 2018

POST 43/132: MEDICAL OFFICER REF NO: MTRAUMA & TRANSPLANT/1/2018 (X1 POST)
Department: Trauma and Transplant Unit

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

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
- Registration with the Health Professions Council of South Africa as Medical Practitioner.
- Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Completion of the ATLS and ACLS and PALS (or APLS) courses. Additional recommendations: Proof of additional training such as Dip PEC or DA. Grade 1: No experience required. The appointment to grade 1 requires 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: requires 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) 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: The appointment to Grade 3 requires 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven Years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound knowledge of medicine, surgery and paediatrics including the recognition and management of emergencies in both adults and children. Knowledge of principles of peri-operative care, and supportive management of the critically ill.

DUTIES:
- Initial resuscitation, ongoing ward management and perioperative care of the acute trauma patient. Assisting with the operative management of the trauma patient. Participation in the audit, academic and research programs of the trauma unit. Calls will be done in the trauma unit and during the call the successful candidate will be responsible for both trauma patients and transplant unit emergencies. Calls are done on-site (NB after a minimum of 6 months the experience may be signed off as required ICU-time for the surgical intermediate exam) Participation in the burn care and trauma team. Due to the participation in the Trauma Team the requirement is for completion of ATLS/ACLS and PALS as per the TSSA Level 1 Trauma Center accreditation status.

ENQUIRIES:
- Dr. TC Hardcastle Tel No: 031-240-1000 ext 2389 / speed-dial 6195

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:** 09 November 2018

**POST 43/133:** PHARMACIST (GRADE 1, 2, 3) REF NO: ITSH 11/2018

**SALARY:**
- Grade 1: R655 980 per annum (17% rural allowance of basic salary)
- Grade 2: R713 904 per annum (17% rural allowance of basic salary)
- Grade 3: R780 612 per annum (17% rural allowance of basic salary)

**CENTRE:** Itshelejuba Hospital

**REQUIREMENTS:**
- **Grade 1:** Senior Certificate, National Diploma/Degree of Pharmacy, Registration certificate with South Africa Pharmacy Council as Pharmacist. Current registration as a Pharmacist with the SAPC (2018). No experience required for Pharmacist who completed community service. One year relevant experience after registration as a Pharmacist with a recognised Foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa.
- **Grade 2:** Senior certificate. National Diploma/Degree in Pharmacy. Registration certificate with South African Pharmacist. Current registration as a Pharmacist who completed with the SAPC (2018). Five (5) years relevant experience after registration as a Pharmacist. Six (6) years relevant experience after registration after registration as a pharmacist with a recognised foreign health professional Council in respect of qualified employees, of whom it is not required to perform community service as required in South Africa. Proof of experience (certificate of service) endorsed and stamped by human resource with clear years of experience, Rank and name of the institution.
- **Grade 3:** Senior Certificate. National Diploma/Degree in Pharmacy. Registration certificate with South African Pharmacy Council as Pharmacist. Current registration as a Pharmacist with the SAPC (2018). Thirteen (13) years relevant experience after registration as Pharmacist. Fourteen (14) years relevant experience after registration as a pharmacist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound understanding of relevant legislation, Acts, Procedures and delegations pertaining to Pharmacy including NHI, NCS, CCMDD, Essential lists (EML), Standard treatment guidelines (STG’s). Knowledge of principles of drugs therapy and the functions and operations of drugs and therapeutics committee. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles. Ability to manage conflict. Ability to manage and co-ordinate productivity and be part of an inter-active team. Appropriate clinical and theoretical knowledge. Sound interpersonal, Communicate, Organising, Planning, and Decision making skills.

**DUTIES:**
- Provide high quality of pharmaceutical service to patients and healthcare Professionals.
- Ensure adherence to all applicable legislation (including GPP and NCS) policies and procedures. Maintain optimal use and care All resources. Provide necessary orientation, training skills, assessing, disciplining and monitoring of all stuff. Manage and control distribution of medicines to patients at Hospital and clinics including CCMDD program. Provide pharmaceutical support to associated primary health care clinics. Maintain accurate and appropriate communicating with other departments Personnel in order to ensure high quality service are rendered. Be willing to Work long hours or after hours call-outs if the need arises. Supervise and Provide training to community service Pharmacists and Pharmacist Assistants. Retrieve, Interpret, evaluate and supply information regarding The nature and use of medicines, diseases state and healthcare. Exercise Control over expenditure by ensuring by ensuring non-wastage of Pharmaceutical and other resources.

**ENQUIRIES**
- Dlungele AP Tel No: 034-4134000

**APPLICATIONS**
- All applications must be addressed to Itshelejuba Hospital Private Bag X0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital

**NOTE**
- An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std10,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 for 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 Z83, e.g., ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. 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 payments of S&T claims.

**CLOSING DATE**: 09 November 2018

**POST 43/134**: ASSISTANT MANAGER NURSING (PHC) REF NO: SAP 17/2018

This is a re-advertisement, candidates applied previously may re-apply.

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

**CENTRE**: St Apollinaris Hospital

**REQUIREMENTS**: Senior Certificate (Grade 12) or equivalent qualification. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows Registration with the SANC as a General Nurse and midwifery. Post basic relevant nursing qualification with duration of at least 1 year in Primary Health Care. Current Registration certificate with SANC and a current receipt from SANC. A minimum of 10 years appropriate/recognizable experience in the nursing after registration as a Professional Nurse with the SANC in General nursing and Midwifery. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of experience stamped and endorsed by Human Resources should be attached to the application. Valid driver’s licence. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

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

**ENQUIRIES**: Miss NPP Hadebe @ (039) 833 8030/8026/8000

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

**FOR ATTENTION**: Human Resources Section

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

**CLOSING DATE** : 09 November 2018

**POST 43/135** : ASSISTANT NURSING MANAGER - SPECIALTY REF NO: ST 38 /2018 (X1 POST)
Component: 029496 (Emergency, ICU AND Crisis Centre)
Re – Advertisement

**SALARY** : R581 826 per annum, Plus 8% rural allowance Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

**CENTRE** : Stanger Hospital

**REQUIREMENTS** : Diploma / B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Post basic Diploma Nursing Qualification in Trauma and Resuscitation or Critical Care Nursing with a duration of one year accredited with SANC. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 6 years of the period referred to above must be appropriate/recognizable experience in specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least three years of the period referred to above must be appropriate/recognizable experience at management level. Current Registration with SANC (2018 Council Receipt). Proof of current / previous work experience endorsed and stamped by the employer must be attached. Knowledge, skills training and competencies required: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal framework. Knowledge and understanding of legislative framework governing the Public service. Good knowledge and understanding of HR and financial policies and practices. Basic knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Knowledge of code of conduct, labour relations and negotiation skills. Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient’s Rights Charter, Code of Conduct and National core Standards. Team building and diversity Management skills.

**DUTIES** : Co-ordinate of optimal, holistic and specialized nursing care provided within the set standards and a professional/ legal framework in the Emergency Department, ICU and Thuthuzela care Centre. Manage and supervise effectively the utilisation of all resources through daily and monthly allocation list in both day and night shifts. Allocate staff across all sections taking into account service delivery needs. Monitor and control usage of emergency blood and blood products. Provide accurate record keeping and statistical information on training and staffing as requested including agency staff. Develop human resource needs and staffing training needs for the Unit. Management of absenteeism. Evaluation of staff on work performance according to staff performance and management system. Execute disciplinary code and grievance following the correct procedure. Monitor of financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders procurement and the policy regarding revenue generation i.e UPFS. Develop risk management strategies to mitigate factors that can harm patients including implementation of IPC guidelines and protocols. Monitor, report and investigate any patients adverse event and develop control measures. Monitor annual registration of Nurses as per SANC regulations.
Conduct departmental meetings. Attend clinical governance meetings, cash flow, HOD's meeting and weekly Matrons meeting. Conduct monthly departmental inspection to check for compliance with stock taking levels, asset management and control of scheduled drugs. Compile departmental reports weekly and quarterly. Develop departmental Operational Plan for each financial year. Data management.

ENQUIRIES
APPLICATIONS: Mrs EM Shabane (Deputy Manager Nursing) Tel No: 032-437 6008

FOR ATTENTION: Mr S. Govender (Human Resource Manager)

NOTE: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018: 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: 09 November 2018

POST 43/136: ASSISTANT MANAGER NURSING - PLANNING, MONITORING AND EVALUATION
REF NO: ANM PLANMON&EVALUATE/1/2018 (X1 POST)

SALARY: R532 449 per annum Plus 13th Cheque, Housing Allowance- Employee must meet prescribed requirements and Medical Aid – Optional

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Degree/Diploma in General Nursing and Midwifery. Current registration with South Africa Nursing Council as a registered General Nurse and Midwife. Minimum of 8 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC. At least 3 years of the period referred to above must be appropriate/recognisable experience at a management level. Valid Driver's license. Proof of computer literacy. Proof of current and previous experience endorsed and stamped by your HR (Certificate of service). Recommendation Degree/Diploma in Nursing Administration or Health Services Management. Knowledge, Skills, Training & Competencies Required: Leadership, Management, planning, organisation and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery, especially medical and surgical. In depth knowledge of monitoring and evaluation and legislative framework. Data management and ability to analyse and interpret complex information. Quality Assurance and Infection and Prevention and Control Guidelines and Principles. Understanding of HR policies and staff relations. Strong leadership, planning and organizational skills. Project management, financial management coupled with decision making and problems solving skills. Ability to work independently and under pressure. High level communication skills both written and verbal. Human resources management and computer skills.

DUTIES: Administer and facilitate the implementation of an integrated monitoring and evaluation framework fully aligned to National; Provincial; and departmental performance reporting requirements. Co-ordinate the drawing of institutional plans which are aligned to annual
performance plan. Analyse data obtained from sources and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Ensure planning, monitoring and evaluation support to all departments in the institution. Develop budget estimates for the planning, monitoring, and evaluation unit as well as efficient management of resources allocated to the planning M&E unit. Ensure implementation of the total quality management framework and compliance to National Core Standards. Enforce compliance to legislative prescripts in all units within the facility jurisdiction. Working towards a clean audit. Coordinate staff training and initiatives for ensuring service excellence. Oversee Quality and Infection Prevention and Control issues. Ensure good governance within the facility.

ENQUIRIES
Dr LP Mtshali Tel No: (031) 240 1059

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
09 November 2018

POST 43/137
OPERATIONAL MANAGER – PHC REF NO: SIG 01/2018 (X1 POST)
Component: PHC Nursing

SALARY
R532 449 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Rural Allowance, Medical Aid (optional) Home Owner Allowance (employee must meet prescribed requirements).

CENTRE
Sigweje Clinic

REQUIREMENTS

DUTIES
Promote quality nursing care as directed as the professional scope of practice and standards determined by the Institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for health promotion, prevention of diseases and advocating for proper treatment and rehabilitation including willingness to respond to patient’s needs, requirements and expectations (Batho Pele). Ensure project and programme management. Be able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within the clinic.
effectively and efficiently to ensure optimal service delivery. Carry out EPMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of clinic and report to nursing management. Active involvement in Operation Sukuma Sakhe. Manage the out-reach services, awarenesses, campaigns. Conduct facility Nerve Centre and Information Health Meetings. Provide consequence management where necessary. Ensure to maintain high quality standards of care ie. Ideal clinic realization, national core standard. Engage positively with the community stakeholders and multi-disciplinary team. Manage data from source till submission. Direct involvement in the development of the nursing profession through nursing ethics and professionalism principles. Ensure management of risks and patient safety incidences.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
ENQUIRIES : Mrs. CI. Ndlovu Tel No: 036 6379600
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, PO Box 2238, Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381
FOR ATTENTION : Mr. SD. Mdletshe
NOTE : Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form Z83 must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE : 16 November 2018
POST 43/138 : CLINICAL PROGRAMME COORDINATOR-QUALITY ASSURANCE GRADE 1 REF NO: UMZIN 11/2018 (X1 POST)

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

CENTRE : Umzinyathi Health District Office

to prioritize issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness and to acquire new knowledge swiftly.

**DUTIES**: Ensure planning, co-ordination, implementation, monitoring and evaluation of the quality assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Client Satisfaction and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

**ENQUERIES**

Mrs. DJ Govender Tel No: 034 – 2999100

**APPLICATIONS**

should be forwarded to: The District Manager, Umzinyathi Health District Office, Private Bag X 2052, Dundee, 3000

**FOR ATTENTION**

Ms. M Ngwenya

**CLOSING DATE**

12 November 2018

**POST 43/139**

CLINICAL PROGRAMME CO-ORDINATOR - HAST [ART/ CCMT/ HTS]- REF NO: ILE 02/2018 (X1 POST)

(Three Year Contract)

Component: HIV, AIDS, STI, ARV & VCT

**SALARY**

R420 318 per annum. Other Benefits: 13th Cheque, Medical aid: Optional and Housing allowance (Employee must meet prescribed condition) or 37% for benefits

**CENTRE**

Ilembe Health District Office

**REQUIREMENTS**

Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery, Current registration with SANC, a minimum of 7 years appropriate / recognizable nursing experience after registration as Professional Nurse, Valid Driver’s License [code 08]. Report writing abilities, financial management skills, empathy and counseling skills, strong interpersonal, communication and presentation skills, project management skills, ability to make independent decisions, an understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans, ability to prioritize issues and other work related matters and to comply with time frames, proven initiative, decisiveness and the ability to acquire new knowledge swiftly, computer literacy with a proficiency in MS Office Software applications. Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Supervision and management in a HAST unit NIMART training, proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint).

**DUTIES**

Ensure that clinical audits are conducted at Sub-District level. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure that an orientation and induction programme is in place for newly appointed midwives. Ensure Programme integration into Sukuma Sakhe Objectives. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers. Ensure HAST Programmes implementation (ART/ CCMT/ HTS/ TB and HIV integration in the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor budget allocated for ART/CCMT/ HTS. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and hold district HAST quarterly meetings Support facility and sub- district HAST meetings. Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer. Coordinate trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations. Work in close collaboration with other stakeholders to implement the
HAST programme. Ensure implementation and monitoring of integrated TB and HIV information systems in the District.

**ENQUIRIES**
Ms. TM Banda Tel No: 032-437 3524 (Deputy Director: Integrated District Health Service and Development)

**APPLICATIONS**
Please forward applications to: The Acting District: Director, ILembe Health District Office, Private Bag X10620, Kwa Dukuza 4450

**FOR ATTENTION**
Ms JL Mhlongo

**NOTE**
The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Recently certified copies of highest educational qualification and not copies of certified copies. 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. ILE 05/2014. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE**
09 November 2018

**POST 43/140**
CLINICAL PROGRAMME COORDINATOR – REF NO: UGU 06/2018
Component: District Training Coordinator

**SALARY**
R420 318 per annum

**CENTRE**
Ugu Health District Office

**REQUIREMENTS**
Senior certificate/matric or Grade 12. B Degree / National Diploma in General Nursing that allows registration with the South African Nursing Council (SANC) as a General Nurse. Minimum 7 years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. Current registration with SANC (2018 SANC receipt). Valid Code EB license (Code 08). Proof of computer literacy (Attach certificate). Proof of current and previous work experience endorsed and stamped by Human Resources. Strong interpersonal communication. Presentation skills. An understanding of the challenge facing the public health sector. High level of accuracy. Aptitude towards the compilation of creative end-user friendly training manuals. Aptitude research so as to acquire new knowledge swiftly.

**DUTIES**
Co-ordinate the development of PHC training plan in the District. Co-ordinate, manage and monitor the implementation of PHC training programmes in the district. Ensure effective and efficient utilization of resources allocated to the section. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Adapt and modify training material to keep it current and maintain interest in Health care message being delivered thereby ensuring by- in by the audience. Assist programme managers to training community members at outreach relies to further the health practices to the community at large. Translate health care policies as stipulated by provincial Programme Management into District training initiatives. Ensure effective mentorship and supervision of trained personnel within the District.

**ENQUIRIES**
Mrs P.P. Fica Tel No: 039 – 688 3000

**APPLICATIONS**
Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

**FOR ATTENTION**
Mrs T. Madlala

**CLOSING DATE**
09 November 2018

**POST 43/141**
PROFESSIONAL NURSE SPECIALTY: ADVANCE MIDWIFERY AND NEONATAL NURSING SCIENCE: REF NO: CBH11/2018 (X1 POST)

**SALARY**
Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436
Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and Home owners' allowance (employee must meet a prescribed requirements)

CENTRE: Catherine Booth Hospital

REQUIREMENTS: Standard 10 or Grade 12. Diploma in General Nursing and Midwifery basic R425 qualifications. Current registration with SANC 2018 to practice. Certificate/s of service endorsed and stamped by HR department from current / former employer. Plus a minimum of 4 years appropriate / recognizable experience in nursing after registration with SANC as a Professional Nurse with 1 year post basic certificate advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years of appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty. Knowledge and understanding of nursing legislation, Nursing care processes and procedures and other relevant legal frameworks such as Occupational Health and Safety Act, Health Act and Labour Relations Act. Knowledge of the patients’ right charter, Batho Pele principles, National Core Standards. Possess basic understanding of Human Resource and financial policies and practices. Good communication skills, report writing skills, facilitations skills, coordination skills, liaison skills and problem solving skills. Planning and organizing skills. Good interpersonal and human relations.

DUTIES: To provide holistic nursing care to patients in Maternity Ward in a cost effective and efficient manner. Execute duties and functions with proficiency in support of the vision, mission and strategic objectives of the institution and within the prescripts of all other legislation. Ensure the utilization of maternal and neonatal updated guidelines and protocols. To take charge of the unit during the absence of the Operational Manager in-charge and to manage the unity accordingly. To provide nursing care that leads to improved service delivery. Perform standard procedures and solve problems communicating with patients and relatives. Maintain clinical competence by ensuring that the scientific principles of nursing care are maintained, and observing the principles of Infection Prevention and Control practices. Participate in the implementation of priority programs to reduce morbidity and mortality rates, communicable and non-communicable disease. Implement quality improvement plans. Maintain accurate and complete patients’ records. Protect and advocate rights of patients regarding health care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Communicate with the multi-disciplinary health care team and assist in decision making pertaining to health care delivery. Utilize human, material and physical resources efficiently and effectively. Ability to work independently in all sections of the unity. Ensure staff ongoing education and training in ESMOE, MBFI, EMTCT, YFS etc. Maintain client satisfaction through quality service innovation and professionalism.

ENQUIRIES: Mrs. P.Z Mbonambi Tel No: (035) 474 8407/8/9

APPLICATIONS: All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: Kwakhoza Reserve, Ezingwenya Area, UMichalaai Municipality Ward15, Amatikulu, 3801

NOTE: Preference will be given to African Male. The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted.

CLOSING DATE: 16 November 2018

POST 43/142: PROFESSIONAL NURSE SPECIALTY – (MARTENITY) GRADE 1 TO 2 REF NO: ST16 /2018 (X1 POST)
Component: Maternity

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

CENTRE:
Stanger Hospital

REQUIREMENTS:
Grade 1: Diploma in General Nursing and Diploma in Midwifery Plus Advanced Midwifery. Proof of registration with SANC (2018 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisables experience in the specific specialty after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and interpersonal Skills within the limits of the public Sector. Personal attitudes, responsiveness, professionalism, supportive, Assertive and must be a Team player.

DUTIES:
 Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal frame. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in pregnancy, labour, puerperium and neonates. Plan management according to identified problems. Implement plan of action in emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Assist Doctors in Management of Obstetric Emergencies. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.

ENQUIRIES:
Mrs D.S Khanyezi (Assistant Nursing Manager O&G) Tel No: 032- 437 6040

APPLICATIONS:
Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION:
Mr S. Govender (Human Resource Manager)

NOTE:
Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy. Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018: 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:
09 November 2018
The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

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

CLOSING DATE:
09 November 2018 (at 16h00). Applications received after the closing date & time will not be considered.

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

MANAGEMENT ECHELON

POST 43/143:
DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: P 33/2018
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are required to re-apply.

SALARY:
R1 005 063 per annum (all Inclusive, flexible remuneration package)

CENTRE:
Head Office, Pietermaritzburg

REQUIREMENTS:
An undergraduate qualification in Commerce / Management / Law (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years’ experience at a middle/senior managerial level in a procurement related environment; plus A valid driver’s licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Extensive
knowledge of procurement and SCM legislation and policies. Extensive knowledge of
the requirements of the CIDB legislation and practice notes. Knowledge of the financial
management information systems in the Province. Extensive knowledge of Training/HR
matters/Finance/Needs and priorities of stakeholders/planning and organization and
managerial functions. Knowledge of advanced procurement and provisions and
analytical methodologies. Advanced knowledge of the computer based programmes
related finance and procurement. Communication skills. Analytical thinking skills.
Computer utilisation skills. Policy formulation skills. Financial and Strategic
management skills. Adaptability during changes to meet the goals. The ideal candidate
should be an innovative thinker, a team player, problem solver as well as approachable.

DUTIES

- Manage, co-ordinate, formulate and develop policy and procedures / Departmental
  Procurement Policy Framework, including the infrastructure procurement requirements
  of the CIDB. Manage and co-ordinate a Provisioning Support and control service.
  Overseer and manage the rendering of an efficient and professional Departmental
  Procurement Service within the Department and the relevant suppliers/distributors with
  specific emphasis on service delivery and Tender Administration Services. Manage and
  co-ordinate the processing of requesting, buying and ordering. Application of sound
  management and co-ordination, ensuring that the procurement of the Department is in
  accordance with the purpose of the Department’s goals and objectives. Provide and co-
  ordinate SCM training to the Departmental SCM staff. Overall control and management
  of staff under his/her control including the training and development thereof as well as
  the control and management of the Directorate’s budget allocation.

ENQUIRIES

- Mr W Evans Tel No: 033 – 355 8008

FOR ATTENTION

- Mr C McDougall

NOTE

- It is the intention of this Department to consider equity targets when filling this position.

OTHER POST

POST 43/144

DEPUTY DIRECTOR (ADJUDICATION PANEL ALTERNATE MEMBER)
PROVINCIAL REGULATORY ENTITY (PRE) REF NO: P 34/2018

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

SALARY

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

CENTRE

- Pietermaritzburg

REQUIREMENTS

- An appropriate recognized Bachelor’s Degree / National Diploma in Social Sciences / Transport Economics / Finance / LLB (NQF Level 6); plus A minimum of 3 years’
  management experience. - Previous experience in one of the following areas will be an
  Knowledge, Skills, Training and Competencies Required: Knowledge of South Africa
  Constitution. Knowledge of Public Service Act and Regulations. Knowledge of Public
  Finance Management Act. Knowledge of Labour Relations Act and Basic Conditions of
  Knowledge of Project Management Principles. Knowledge of Millennium development
  goals. Knowledge of National and Provincial Practice Notes. Knowledge of Promotion
  of National Development Plan and Provincial Growth and Development Plan.
  Knowledge of Treasury Regulations. Knowledge of National Land Transport Act 5 of
  and presentation skills. Analytical thinking and interpersonal relations skills. Computer
  literacy. Strategic planning skills. Organisational, research and leadership skills.
  Financial, Project and Relationship Management skills. Facilitation skills. Risk
  Management skills. Strategic direction skills. The ideal candidate should have integrity,
  be reliable, proactive and innovative. He/she should also maintain confidentiality, be
  professional, have commitment, perseverance and be independent.

DUTIES

- Grant, renew, amend or transfer operating licenses as well as conversion of permits for
different services. Consider all applications for withdrawal, suspension or amendment of
operating licenses and permits (Section 79). Ensure all appeals and litigation matters
pertaining to Public Transport Regulatory Services are responded to and attended within
stipulated timeframes. Prepare and submit management report on all activities within the
scope of work.
ENQUIRIES  :  Mrs N Majola Tel No: 033 – 341 9500
FOR ATTENTION :  Mr C McDougall
NOTE  :  Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 12 November 2018

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

OTHER POSTS

POST 43/145: DEPUTY DIRECTOR: COMMUNICATION REF NO: AGR 2018-58

SALARY: R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 3-year B-Degree; A minimum of 5 years’ working experience in communications or related field ensuring administrative compliance in a corporate environment of which 3 years’ must be management experience; A valid driving code B licence. Competencies: Strategic thinking in agricultural and communications fields; Ability to develop and implement the long, medium and short term communication strategies; Planning and Organising skills; Communication (written, verbal and editing) skills in at least two of the three official languages of the Western Cape; Ability to communicate at various levels and build stakeholder relationships.

DUTIES: Identify and develop the department long, medium and short term communication strategy and translate this strategy into an annual communication plan; Build relationships and collaborate with stakeholders to ensure integrated governance and a common communication message for the sector; Manage the sub-programme Communication Services to ensure that public enquiries are addressed, communication and information products are developed as well as that departmental functions, workshops, conferences, exhibitions, road shows and other events takes place at an appropriate standard; Implement the communication plan of the department which comprises events, online media, radio broadcasts, statutory publications, official popular publications, multimedia products, internal communication and brand application; Manage a comprehensive media service as the spokesperson of the department through media liaison, media monitoring, media inquiries, press conference assistance to the Ministry, drafting of media plans, composing media alerts, write timeous press releases, media interviews, 24/7 media crisis management as needed and explore advertising opportunities; Render a departmental language service; Ensure administrative compliance of the sub-programme Communication Services through financial management, calculated risk management, human resource management and general administrative responsibilities including work traffic document management and adhering to reporting processes and structures.

ENQUIRIES: Dr D Troskie at (021) 808 5190

POST 43/146: VETERINARY TECHNOLOGIST: BACTERIOLOGY REF NO: AGR 2018-57

SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 3 year National Diploma (or equivalent qualification) in Veterinary Technology (upload copy of qualification); Registration as a Veterinary Technologist with South Africa Veterinary Council (upload a copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A valid code B driving license. Recommendations: New graduates welcome to apply; Experience in a diagnostic veterinary laboratory; Laboratory experience in diagnostic bacteriology; Additional training courses in veterinary bacteriology. Competencies: Ability to work
independently and in a team; The ability to work accurately and precisely; Good professional conduct; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Good communication (written and verbal) in at least two of the three official languages of the Western Cape.

**DUTIES**
Main duties will be diagnostic bacteriology, registration, preparation and processing samples for analysis and performing analyses, as well as media preparation and quality control; Relief duty in other laboratory sections as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the Laboratory information management system; Administration: Maintenance of laboratory registers and statistics; Procurement of laboratory requirements; Stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.

**ENQUIRIES**
Dr M Seutloali at (021) 887 0324

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

**CLOSING DATE**
12 November 2018

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

DEPARTMENT OF COMMUNITY SAFETY

**POST 43/147**
ADMINISTRATIVE OFFICER: DEPARTMENTAL PROJECT OFFICE REF NO: CS 2018-26

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

**CENTRE**
Department of Community Safety, Western Cape Government

**REQUIREMENTS**
Senior Certificate (Grade 12) with a minimum of 6 years experience in an administrative environment. Recommendations: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years in an administrative environment. Competencies: Knowledge of the following: Programme and Project Management methodologies; Departmental strategic alignment processes; Technical aspects of the Executive Projects Dashboard; Departmental budgeting and planning policies; Departmental performance management systems and processes; Ability to handle conflict; Ability to handle rapidly changing environment and pressurised circumstances; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**
Provide support to ensure the consistent application of programme and project management methodologies and standards; Support the alignment of departmental programmes and projects correspondence with their original strategic intent and scope; Provide technical assistance to programme/project managers; Administer the Executive Projects Dashboard (EPD) at the departmental level; Provide support for departmental programme/project assurance and reporting; Provide administrative support to the sub-directorate.

**ENQUIRIES**
Mr F Davis at (021) 483 8814

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

**CLOSING DATE**
12 November 2018

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

OTHER POST

(3 Years Contract Position)

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A Minimum of 3 years’ relevant management experience. Competencies: Knowledge of the following: Economics; Research applications; Labour Relations; Financial Management; Stakeholder Management; Management principles; Project Management; Public Service procedures; Applicable policies and procedures; Relationship management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES : Strengthen partnerships to provide Procurement Promotion support to small businesses; Develop Procurement Promotion programmatic initiatives to create an enabling environment for small businesses to access new markets; Develop programmatic initiatives to provide economic opportunities (e.g. procurement opportunities and access to markets) for small businesses with a particular focus on small businesses in the Oil and Gas sector linked to the Saldanha Bay IDZ; Develop programmatic initiatives to identify specific gaps and/or blockages that constrain the participation of small enterprises in Procurement Promotion initiatives; Facilitate the implementation of Procurement Promotion innovation strategies and policies; Plan the sub-directorate’s budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
ENQUIRIES : Mr J Wolmarans at (021) 483 2628

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 43/149 : MEDICAL PHYSICIST GRADE 1 TO 3

SALARY : Grade 1: R626 481 per annum
Grade 2: R712 950 per annum
Grade 3: R815 169 per annum
(A portion of the package can be structured according to the individual’s personal needs).
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration at the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: A minimum of 8 years appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: A minimum of 16 years appropriate experience after registration with the HPCSA as a Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic x-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics. Knowledge of the statutory regulations regarding the medical use of ionising
radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines.

DUTIES : Active participation in the routine execution of clinically related medical physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under-and-postgraduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the research and development programme of the Medical Physics Department.

ENQUIRIES : Ms N Joubert Tel No: (021) 404-6270/6266, E-mail: nanette.joubert@uct.ac.za

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, Cape Town, 7935.

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

CLOSING DATE : 09 November 2018

POST 43/150 : QUANTITY SURVEYOR PRODUCTION GRADE A TO C

Directorate: Infrastructure Planning

SALARY : Grade A: R585 366 per annum
Grade B: R669 300 per annum
Grade C: R758 241 per annum

(A portion of the package can be structured according to the Individual’s personal need.

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Registration with a professional council: Registration as Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP). Experience: Grade A: 0-2 to 12 year’s appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Grade B: 14 to 24 years’ appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Grade C: At least 26 years’ appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel within the Western Cape, and occasionally nationally. Competencies (knowledge/skills): Knowledge of Infrastructure delivery planning documents and strategic planning and policies including risk analysis and risk mitigation strategies. Understand how to prepare budgets, extract and interpret information from the Basic Accounting System (BAS) and related information systems. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES : Develop, interpret and customise cost, functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring the implementation of Programs and projects of the implementing agent and the adherence to the Service level agreement including commissioning of buildings. Research or literature studies to keep up with new technologies and procedures including interaction with professional Councils or Boards.

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

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

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

CLOSING DATE : 09 November 2018
POST 43/151: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CLINICAL NURSE TRAINING)
Chief Directorate: Metro Health Services

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

CENTRE:
Karl Bremer Hospital

REQUIREMENTS:
Minimum educational qualifications: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care General (Adult) OR Trauma and Emergency Care or Advanced Midwifery and Neonatology OR Operating Theatre Nursing. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to training and development of nurses and students. Knowledge of relevant legislation and policy related to Nursing training and development. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team. Appropriate and recognisable experience in training of students and nurses.

DUTIES:
Co-ordinate student education and training to ensure achievement and maintenance of competence. Co-ordinate the placement of students in the hospital. Co-ordinate all training and development programmes of the nursing and support personnel in the Nursing Component. Initiate and participate in training, development and research within the Nursing Component. Deliver a support service to the Nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES:
Ms ET Linden-Mars Tel No: (021) 918-1224

APPLICATIONS:
The Medical Sup, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

FOR ATTENTION:
Ms A Dyers

NOTE:
No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application(on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE:
09 November 2018

POST 43/152:
QUALITY ASSURANCE COORDINATOR
Eden District

SALARY:
R356 289 per annum

CENTRE:
George Sub-District

REQUIREMENTS:
Minimum educational qualification: Appropriate 4 year diploma/degree in Health Sciences. Experience: Appropriate experience in health-related Quality Assurance

DUTIES: Support the Health Establishment staff with the implementation of the Ideal Clinic Realisation and Maintenance (ICRM) and National Core Standards (NCS) requirements. Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs and maintaining and updating the Health Establishment training data base. Monitor data quality in the Health Establishment.

ENQUIRIES: Ms MJF Marthinus, Tel No: (044) 814-1100
APPLICATIONS: The Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 09 November 2018

POST 43/153: ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE)
Directorate: Professional Support Services

SALARY: R356 289 per annum
CENTRE: Head Office, Cape Town
REQUIREMENTS: Minimum educational qualification: Appropriate health related qualification (degree/diploma) registerable with the South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: An extensive experience in Health Science practice and appropriate related Health Service Management and experience in a mental healthcare environment. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competences (knowledge/skills): Insight into Private Health Establishment Regulations, Ambulance Service Regulations and Mental Health Care legislation, as amended. An understanding of clinical activities, needs, norms and standards across all types of health services. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to health care, infrastructure and infrastructure design i.e. PN 187, PN 180, NCS, and IUSS. Demonstrable computer literacy (Microsoft Word, Excel, Power-Point, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and show initiative. Sound interpersonal, supervisory, communication and conflict management skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of budgeting processes, financial management, the levying and collection of fees in terms of applicable legislation.

DUTIES: Conduct health facility inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – PN187as amended, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advice health facility management on technical, clinical and operational aspects relating to corrective steps where facilities do not conform to governing legislation. Review building plans (facility layouts and design in terms of current clinical best practice and legislation). Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management duties of the sub-component.

ENQUIRIES: Ms K Jacobs Tel No: (021) 483-3303
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 09 November 2018
POST 43/154: CHIEF INDUSTRIAL TECHNICIAN
(24 Month Contract)
Chief Directorate: Emergency and Clinical Support Services

SALARY: R299 709 per annum plus 37% in lieu of service benefits.
CENTRE: Directorate: Forensic Pathology Service, Observatory Forensic Pathology Institution
(Chief Directorate: Emergency and Clinical Support Services)

REQUIREMENTS:
Minimum educational qualification: National Diploma in Electrical or Mechanical Engineering (T-stream) (or equivalent qualification). Experience: Extensive experience of repair and maintenance of electrical and mechanical equipment. Experience in managing, planning and organising maintenance schedules on equipment. Inherent requirements of the job: Do standby duties and handle after-hour call-outs. Valid (Code B/EB) driver’s licence and own reliable transport. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability and experience to fault-find and repair equipment. Computer literate (Excel, MS Word and Outlook). Ability to compile technical specifications for equipment. Adhere to all legal requirements, protocols and procedures.

DUTIES:
Render a quality electrical, mechanical and building service to the institution. Effect related administrative duties in a structured manner. Control of scheduled services to the institution. Provide and maintain technical back-up and support to the institution.

ENQUIRIES:
Prof LJ Martin Tel No: (021) 406-6412

APPLICATIONS:
The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

FOR ATTENTION:
Mr B Wepener

NOTE:
Shortlisted candidates will be subjected to a competency test on day of interview. No payment of any kind is required when applying for this post.

CLOSING DATE:
09 November 2018

POST 43/155: ADMINISTRATION CLERK: ADMISSIONS
West Coast District

SALARY: R163 563 per annum
CENTRE: Vredendal Hospital

REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient admissions, including the Clinicom System. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends, public holidays and work overtime on short notice). Competencies (knowledge/skills): Knowledge and experience of the Clinicom system. Good interpersonal, numerical and communication skills and ability to accept accountability, responsibility and work independently. Computer literacy (MS Word, Excel and Clinicom). Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES:
Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Assess Debtor of patients and capture data of patient information on Clinicom System e.g. admit and discharge of patients. Report all MVA’s and WCA’s to BCMS (Batsumi) Hotline. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient’s valuables. Maintain an effective filing system, repair patient files and prepare case notes for archiving. Responsible for handling telephonic and personal enquiries with regard to patients.

ENQUIRIES:
Ms EB van Vuuren Tel No: (027) 213-2039

APPLICATIONS:
The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION:
Ms ME Tangayi

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

CLOSING DATE:
16 November 2018

POST 43/156: HOUSEKEEPING SUPERVISOR
Central Karoo District

SALARY: R136 800 per annum
CENTRE: Prince Albert Hospital

REQUIREMENTS:
- Minimum educational qualifications: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in supervision and related tasks. Inherent requirements of the job: Willingness to work shifts, including weekends and public holidays. Reliability in dealing with rations and cleaning materials. Physically fit to lift up heavy objects and stay on their feet for the entire day. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good communication and interpersonal skills. Must be able to function in a group. Good organisational skills. Must be able to operate industrial apparatus and equipment. Must be able to handle conflict. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES:
- Responsible for overall control, performing and coordinating of tasks related to linen and hygiene services within the wards and general areas. Manage the food service unit. Ensure the effective use, maintenance and safe-keeping of supplies and equipment. Responsible for all administrative duties associated with supervision. Participate in training and staff development activities. Support the supervisor.

ENQUIRIES:
- Mr W Frans Tel No: (023) 541-1300

APPLICATIONS:
- The District Manager: Eden District Office, Private Bag X6592, George, 6530.

FOR ATTENTION:
- Ms S Pienaar

NOTE:
- No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a test to establish suitability.

CLOSING DATE:
- 16 November 2018

POST 43/157:
- SECURITY OFFICER
  Chief Directorate: Metro Health Services
  SALARY: R115 437 per annum
  CENTRE: Alexandra Hospital
  REQUIREMENTS:
- Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the Private Security Regulatory Authority of South Africa in terms of the Private Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience in a Psychiatric environment. Inherent requirements of the job: Willingness to work night shifts, public holidays, weekends, and overtime. Must have no criminal record. Competencies (knowledge/skills): Ability to function independently in challenging situations. Must be self-disciplined, self-motivated and have the ability to work under pressure. Good listening, report-writing, conflict and group handling skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES:
- Access/egress control of all wards on the establishment. Assist personnel with handling aggressive/difficult patients. Escort patients on/off hospital premises, where required. Deliver a supportive security service with the aim to prevent injuries, abscond of patients, litigation and adverse incidents. Effective application of service delivery and efficient support. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Monitor and report on the compliance with SLA by the outsourced security service provider.

ENQUIRIES:
- Mr F Leukes Tel No: (021) 503-5000

APPLICATIONS:
- The Chief Executive Officer: Alexandra Hospital, Private Bag X1, Maitland, 7405.

FOR ATTENTION:
- Mr S Petersen

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

CLOSING DATE:
- 16 November 2018

POST 43/158:
- MESSENGER
  Chief Directorate: Metro Health Services
  SALARY: R96 549 per annum
  CENTRE: Alexandra Hospital
  REQUIREMENTS:
DUTIES: Collect, distribute documents and mail in the hospital. Deliver, collect mail and postbag to the post office. Opening of mails. Updating of notice boards. Assist the registry with daily functions if and when required. Function as a driver for the Hospital in all aspects.

APPLICATIONS: The Chief Executive Officer: Alexandra Hospital, Private bag X1, Maitland, 7405.

FOR ATTENTION: Mr FB Leukes

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

CLOSING DATE: 16 November 2018

POST 43/159: PORTER
Chief Directorate: Metro Health Services

SALARY: R96 549 per annum

CENTRE: Western Cape Rehabilitation Centre

REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Willingness to work in all clinical areas of Western Cape Rehabilitation Centre. Be physically fit. Experience: Experience in general porter duties within a Hospital or Community Health Centre. Competencies (knowledge / skills): Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work independently and in a team context. Knowledge of safe infection prevention methods. Knowledge of occupational health and safety procedures and good observational skills.

DUTIES: Assist in escorting and transporting disabled patients. Assist with the activities of daily living of patients with disabilities. Render assistance to nursing staff with the positioning and transfers of patients.

ENQUIRIES: Ms L Saville Tel No: (021) 370-4627

APPLICATIONS: The Human Resource Management: Western Cape Rehabilitation Centre, 103 Highlands Drive, Lentegeur, Mitchell’s Plain, 7789.

FOR ATTENTION: Ms Y Mbongo

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

CLOSING DATE: 16 November 2018

POST 43/160: FOOD SERVICES AID
Chief Directorate: Metro Health Services

SALARY: R96 549 per annum

CENTRE: Alexandra Hospital

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

DUTIES: Assist in the receipt and storage of all provisions and stock in the Food Service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.

ENQUIRIES: Ms R Potgieter Tel No: (021) 503-5023

APPLICATIONS: To the Chief Executive Officer: Private Bag X1, Maitland, 7405.

FOR ATTENTION: Ms R Potgieter

NOTE: No payment of any kind is required when applying for this post. The interview process may include a practical test.

CLOSING DATE: 16 November 2018

POST 43/161: FOOD SERVICES AID
West Coast District

SALARY: R96 549 per annum

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

DUTIES: Pre-prepare, weigh, dish, and produce all normal and therapeutic diets for patients and assist with stock control. Maintain food hygiene, other hygiene and reduce risk within the department. Assist in in-house training, follow and adhere to occupational Health and safety prescripts. Render support to supervisor and colleagues. Personal development and quality assurance by ensuring a patient centred experience through high quality of work performance.

ENQUIRIES: Ms F Janse van Rensburg Tel No: (022) 814-0032
APPLICATIONS: The Director: West Coast District, Private Bag X15. Malmesbury 7299.
FOR ATTENTION: Mr E Sass
NOTE: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE: 16 November 2018

POST 43/162: GENERAL WORKER (STORES ASSISTANT)
Eden District

SALARY: R96 549 per annum
CENTRE: Knysna Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy skills. Experience: Experience in a warehouse environment. Inherent requirement job: Physical ability to lift heavy boxes. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape.


ENQUIRIES: Ms A Rein Tel No: (044) 302-8468
APPLICATIONS: The Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 16 November 2018

POST 43/163: FOOD SERVICES AID (X2 POSTS)
Chief Directorate: Metro Health Services

SALARY: R96 549 per annum
CENTRE: Karl Bremer Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in an Industrial Food Services Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Physically strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP, National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Knowledge with regards to the functioning of a hospital milk kitchen. The ability to read, speak and write in two of the three official languages of the Western Cape.

DUTIES: The preparation and distribution of milk feeds to the wards, according to prescribed standardised recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk kitchen supplies. Maintain record keeping and statistics of milk feeds delivered to the wards. Pre-prepare and prepare, dish up and distribute normal and special diets. Follow
and maintain general hygiene and safety directives in the food service unit and milk kitchen including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment, and report broken apparatus and equipment. Assist with the informal in-service training of new employees.

ENQUIRIES: Mr R Broekhuizen Tel No: (021) 918-1385
APPLICATIONS: The Medical Manager: Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
FOR ATTENTION: Ms A Dyers
NOTE: No payment of any kind is required when applying for this post. Short-listed candidates will be expected to complete a practical test.
CLOSING DATE: 16 November 2018

DEPARTMENT OF THE PREMIER

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co.za
CLOSING DATE: 12 November 2018
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 43/164: DIRECTOR -PROVINCIAL FORENSIC SERVICES REF NO: DOTP 2018-121
SALARY: R1 005 063 per annum (Level 13) (All-inclusive salary package)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Undergraduate qualification NQF 7 as recognised by SAQA in Commerce, Law, Auditing/ Forensics; A minimum of 6 years' middle management experience in forensic services environment, specialising in reactive forensics; A valid driver's licence, or alternative mode of transport for people with disabilities. Recommendations: A professional designation relevant to the forensic profession (e.g. CFE, FP (SA)); and B.Com (Hons) Forensic Accounting / LLB. Competencies: Extensive knowledge of forensic related principles (i.e. investigative capacity and subsequent follow-up); Strategic planning skills that assists in strategically positioning the chief directorate to align to the strategic direction; Excellent communication skills at an executive management level (verbal and written); Ability to communicate at all levels and across sectors utilising various media; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.
DUTIES: Assessment of allegations reported in line with approved forensic methodology and working practices, decide on investigation approach and scope and drive finalization of investigations for allocated departments; Drive the implementation of recommendations made; Quality assurance of investigations and reports on investigations; Quality review of reports and other deliverables to ensure that the quality of work and service are of desired standards; Project manage and monitor the activities of the directorate; Reporting to executive management and oversight bodies on forensic related matters, including proactive forensic services rendered to allocated departments; and Client service management of allocated departments and maintain professional relationships with all stakeholders.
ENQUIRIES: Mr Ruthven Janse van Rensburg at (021) 483 0901

OTHER POSTS

POST 43/165: DEPUTY DIRECTOR: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 2018-113
SALARY: R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS : A Honours Degree in Behavioral Sciences (Industrial Psychology)/Management Sciences or Public Administration/Management; A minimum of 3 years’ Management experience in Organisational Development or related Human Resource Management environment; A valid code B driving licence. Recommendations: Accreditation in Behavioural Tools: Barrett CTT 1/ CTT2; Insights Discovery; 9 Conversations in Leadership; PROSCI Change Management Methodology; Enneagram; Psychometrics (OPQ; Psytech; CPP). Competencies: Knowledge of the following: Techniques to perform institutional diagnostics investigations; Quantitative and qualitative research methodologies; Functions of the various components of the WCG to ensure a holistic, integrated approach to interventions; Latest advances in Public Management theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day; Provincial government functions and services; Organisation development theory, practice and techniques; Systems theory; Key elements/determinants of organisational performance as they relate to the field of organisation development; Project Management; People management policies and procedures; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Mentoring and coaching practices and skills; Leadership and motivation skills.

DUTIES : Perform the following functions on an advanced/complex level: Assess employee, team and organisational behaviour dynamics; Facilitate change management interventions related to employee, team and organisational behaviour aspects; Perform institutional diagnostics surveys and document findings and recommendations; Advise on the design and planning of appropriate institutional improvement and development interventions based on diagnostics surveys; Function as a project manager and supervisor in respect of specialist functions and project teams: Mentor and coach team members; Manage the discipline of team members; Manage the workload of team members; Monitor and manage the day-to-day workflow in teams; Manage and administer the staff appraisal system/process.

ENQUIRIES : Ms R Shade at (021) 466 9707/8

POST 43/166 : DEPUTY DIRECTOR: PRIORITY UNIT REF NO: DOTP 2018-114

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

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : Appropriate 3-year tertiary qualification (National Diploma/B-degree) in Human Resource Management or Industrial Psychology; A minimum of 3 years’ experience at managerial level within a human resource management environment. Recommendations: Good knowledge of staffing, recruiting or career management. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act, all Bargaining Council resolutions and Public Service Commission (PSC) guidelines; Ability to maintain the highly confidential nature of people management work; Ability to travel for various meetings and maintain flexible work schedule; Demonstrate resourcefulness and initiative in dealing with daily challenges; ability to work under pressure and meet deadlines. Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide a talent acquisition consulting service and service benefits support in respect of Heads of Departments, senior managers and employees within ministerial offices; project management, quality control of and report on all work within the Priority Unit; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires; Facilitate the recruitment and selection process, inclusive of shortlisting, case studies, competency-based interviews, competency assessments and personnel suitability checks.

ENQUIRIES : Mr DH Smith (021) 483 4869

POST 43/167 : CHIEF ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 2018-119

SALARY : R356 289 per annum (Level 09)

CENTRE : The Department of the Premier, Western Cape Government
**REQUIREMENTS**

Appropriate 3-year tertiary qualification (National Diploma/ B-degree or equivalent) in Behavioural Sciences/ Management Sciences or Public Administration/ Management with a minimum of 3 years’ experience in Organisational Development; A valid code B driving licence. Recommendations: Accreditation in Behavioural Tools: Barrett CTT 1/ CTT2; Insights Discovery; 9 Conversations in Leadership; PROSCI Change Management Methodology; Enneagram; Psychometrics (OPQ; Psytech; CPP Competencies: Knowledge of the following: Techniques to perform institutional diagnostics investigations; Quantitative and qualitative research methodologies; Functions of the various components of the PGWC to ensure a holistic, integrated approach to interventions; Latest advances in Public Management theory and practice; Statutory framework governing the broad management of the Public Service; Policies of the government of the day; Provincial government functions and services; Organisation development theory, practice and techniques; Systems theory; Key elements/determinants of organisational performance as they relate to the field of organisation development; Project Management; Staff performance management system (SPMS); Disciplinary and grievance procedure; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Mentoring and coaching practices and skills; Leadership and motivation skills.

**DUTIES**

Perform the following functions and responsible for staff who perform it: Assess employee, team and organisational behaviour dynamics; Facilitate change management interventions related to employee, team and organisational behaviour aspects; Perform institutional diagnostics surveys and document findings and recommendations; Advise on the design and planning of appropriate institutional improvement and development interventions based on diagnostics surveys; Function as a manager/supervisor: Mentor and coach team members; Manage the discipline of team members; Manage the workload of team members; Monitor and manage the day-to-day workflow in teams; Manage and administer the staff appraisal system/process.

**ENQUIRIES**

Ms R Shade at (021) 466 9707/8

**POST 43/168**

LABOUR RELATIONS OFFICER: EMPLOYEE RELATIONS REF NO: DOTP 2018-123

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

The Department of the Premier, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Labour Relations/ Human Resource Management/ Law with a minimum of 1-year relevant experience; A valid code B driving licence Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resource management with reference to the Public Service Act, Regulations, Labour Relations Act as well as other relevant Labour relations prescripts. Disciplinary and dispute resolution processes; Human Resource Management; Proven computer literacy in MS Office. Skills in: Communication (verbal and written) in at least two of the three official languages of the Western Cape; Planning and organising; Conflict resolution; monitoring, evaluation and reporting; Strong leadership and ability to display thought leadership in complex applications.

**DUTIES**

Handle grievances and misconduct matters; Render advice on misconduct and grievance matters; Do research regarding employee relations matters; Formulate, evaluate and monitor employee relations policy and procedures; Render a labour law advisory service; Represent the employer in the collective bargaining process (preparation and support); Coordinate the employer functions originating from the bargaining council; Implement and monitor the application of collective agreements; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective service.

**ENQUIRIES**

Ms R. Patel at (021) 483 5118

**APPLICATIONS**

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

**CLOSING DATE**

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

OTHER POST

POST 43/169: ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING GROUP 1
REF NO: PT 2018-48

SALARY: R356 289 per annum (Level 09)
CENTRE: Provincial Treasury, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) with Financial Accounting 3 as a major subject; A minimum of 3 years’ accounting experience in a financial environment; A valid Code B driving licence and willingness to travel. Recommendations: Working knowledge of the following: Generally Recognised Accounting Practice (GRAP); Municipal Accounting systems; International Public-Sector Accounting Standards (IPSAS); International Financial Reporting Standards (IFRS); Municipal Standard Chart of Accounts (MSCOA). Competencies: Knowledge of municipal accounting systems; Proven computer literacy; Microsoft Office (Excel, Word, PowerPoint and Project Management Tools); Analytical skills; Problem Solving/Decision-making; Good numerical ability; Communication skills (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work independently and part of a team.

DUTIES: Assess municipalities against the relevant Accounting Reporting Framework (GRAP); Ensure municipalities are supported and monitored against MSCOA implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.

ENQUIRIES: Mr Z Hendricks at (021) 483 5243

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE: 12 November 2018

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

OTHER POST

POST 43/170: ASSISTANT DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING
REF NO: LG 2018-42

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 year’s supervisory experience. Recommendations: Experience in research and information management. Competencies: Knowledge in the following: Constitutional legislative and inter-governmental dispensation in South Africa; DCoG prescribed reporting procedures and national and provincial treasury directives; Financial and administrative systems and procedures of municipalities; Programmes and project planning and management; Council and political dynamics; Local government legislation; Conflict management skills; Information systems and data base interrogation
skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Coordinate municipal information in the province: Performance Monitoring and Evaluation framework; Updated reporting templates based on new data requests; Monitor and evaluate municipal performance: Drafting of a consolidated annual municipal performance report; Consolidate and submit performance report; Collate, consolidate and update free basic services information; Collate, consolidate and update indigent households data; Monitor and report on the submission of municipal annual reports and oversight reports: Updating and submission status report of the municipal annual report; Updating and submission status report of the municipal oversight report.

**ENQUIRIES**

Mr S Mngxe at (021) 483 3415

DEPARTMENT OF SOCIAL DEVELOPMENT

**APPLICATIONS**

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

**CLOSING DATE**

12 November 2018

**NOTE**

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

OTHER POSTS

**POST 43/171**

**ADMINISTRATION CLERK: BONNYTOUN: ADMIN REF NO: DSD 2018-132**

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

A Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of working procedures in terms of the working environment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Sound organising and planning skills; Interpersonal skills.

**DUTIES**

Render general clerical support; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services within the component.

**ENQUIRIES**

Mr EJ Buys at (021) 986 9100

**POST 43/172**

**CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES (LINDELANI) REF NO: DSD 2018-129**

**SALARY**

Grade 1: R148 065 - R166 650 per annum (OSD as prescribed)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Competencies: Knowledge of the following: Developmental programmes; Clerical/administrative procedures; Rules and procedures of the care centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Communication (written and verbal) skills in a least two of the three official languages of the Western Cape; Able to understand, facilitate and supervise the care and development of children and youth.

**DUTIES**

Serve as a team leader for child and youth care workers during a shift: Oversee the admission and related activities of residents to the facility; Oversee the access of residents to medical services; Render care services to residents: Body search where applicable; Observe physical and emotional state of the residents, record and report irregularities/abuse and refer to immediate supervisor; Continuous professional development: Study professional journals and publications to ensure that cognisance is taken of new developments; Liaise and attend meetings with other departments and non-government institutions and relevant stakeholders to take cognisance of the latest developments.
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

POST 43/174 : DEPUTY DIRECTOR: FREIGHT REF NO: TPW 2018-251

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ management experience in transport planning and/or transport logistics. Recommendations: Experience in project management. Competencies: Knowledge of the following: Applicable legislation, policies and procedures; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation leadership technique and coordination of people developments in the relevant fields; Perform clerical/ administrative support functions: Complete daily registers; Perform all clerical functions required by the job.

ENQUIRIES : Ms M Jonkerman at (021) 865 2634

ENQUIRIES : Ms M Jonkerman at (021) 865 2634

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 12 November 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 43/173 : CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES (LINDELANI), REF NO: DSD 2018-130

SALARY : Grade 1: R132 729 – R148 065 per annum
Grade 2: R157 089 – R176 796 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A Grade 12 (Senior Certificate or equivalent qualification); Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES : Receive children and youth to the care facility after admission; This would include the following actions: Body search where applicable; Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable; Provide young people with basic needs including clean clothes and linen; Allocate young people to dormitories/houses/units; Establish rapport with child; Inform the child/youth of the rules and routine of the care facility; Explain to the child/youth's his/her rights and responsibilities; Ensure that children/youth receive medical services; Accompany children and youth to medical institutions; Administer medication and other treatments as required; Assist with the implementation of planned activities, developmental and therapeutic programmes; Observe, record and report occurrences emanating from the interventions; Engage in basic life space to promote the development and care of children and youth; This would entail others the following: Identify, allocate and participate in practical work to transfer skills through role modelling; Engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, bed making, cleaning of rooms and studying; Perform administrative work relevant to the job; Complete daily registers e.g log books, medication registers, incident reports etc.; Perform all the clerical functions required by the job.

ENQUIRIES : Ms M Jonkerman at (021) 865 2634

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 12 November 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 43/174 : DEPUTY DIRECTOR: FREIGHT REF NO: TPW 2018-251

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ management experience in transport planning and/or transport logistics. Recommendations: Experience in project management. Competencies: Knowledge of the following: Applicable legislation, policies and procedures; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation leadership technique and coordination of people developments in the relevant fields; Perform clerical/ administrative support functions: Complete daily registers; Perform all clerical functions required by the job.

ENQUIRIES : Ms M Jonkerman at (021) 865 2634
and resources; Problem solving and decision making ability; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Planning and organising skills.

**DUTIES**

 Responsible for the development and maintenance of the Provincial Freight Strategy; Responsible for the corridor and modal optimization for the movement of goods in line with the ITP’s of municipalities; Plan the sub-directorate’s budget and manage income and expenditure through responsible implementation of policies, practices and decisions; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making, produce reports, support integration and collaboration across government spheres.

**ENQUIRIES**

 Mr F Mbambo at (021) 483 7849

**APPLICATIONS**

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

**POST 43/175**

 **DEPUTY DIRECTOR: PROPERTY ACQUISITION**

**REF NO:** TPW 2018-260

**SALARY**

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

**CENTRE**

 Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

 An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 5 years’ years property related experience of which 3 years must be management experience. Competencies: Knowledge of the following: applicable policies and procedures; Management principles; Public Service procedures; Labour relations; Financial management; Ability to work under pressure and meet deadlines; Ability to work in a team and develop others; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to impact and influence others.

**DUTIES**

 Manage the acquisition of property for the Western Cape Government in terms of the provisions of the Western Cape Land Administration Act No. 6 of 1998 by means of purchase, donation, exchange or in terms of asset follows function principle; To manage the disposal of surplus, redundant and/or dilapidated immovable property for the Western Cape Government in terms of the provisions of the Western Cape Land Administration Act No. 6 of 1998; Effective and efficient operational management of Sub-Directorate: Education, including personnel within the directorate.

**ENQUIRIES**

 Adv E van der Westhuizen at (021) 483 5532

**APPLICATIONS**

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

**POST 43/176**

 **DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER**

**REF NO:** TPW 2018-261

**SALARY**

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

**CENTRE**

 Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

 An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ management experience. Recommendations: Working knowledge of the following: Management of Immovable Asset Register Database; Consolidation and Subdivision of Properties; Monitoring and evaluation methods, tool and techniques. Competencies: Knowledge of the following: Business and Management principals involved in strategic planning, resource allocation, HR modelling, Leadership technique, production methods, and co-ordination of people and resources; Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards for services, evaluation of customer satisfaction; Project Management; Database Management; Public Management and admin; Political sciences and public policy; Relationship Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

 Update and maintain the Immovable Asset Register (IAR) based on completeness test, legislative requirements and charges pertaining to immovable assets; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across department’s government spheres; Plan the sub-directorate’s budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in
order to achieve unit objectives effectively and efficiently; Communicate the Batho Pele concept to employees; obtain support and commitment to apply the underlying principles in their day-to-day work-operations; identify weaknesses and gaps in service delivery; and develop and implement opportunities to improve service delivery; Management the human resources of the Sub-Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Manage the performance of assigned personnel to achieve (agreed) key result areas (KRAs) that derive from the Sub-Directorates Work Plan / Project plans.

ENQUIRIES : Ms A Ferreira at (021) 483 9705
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 43/177 : REGIONAL MANAGER: PROPERTY MANAGEMENT (REGION 2) REF NO: TPW 2018-262

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher qualification) with a minimum of 5 years' management experience in a property related environment. Competencies: Knowledge of the following: Policies and procedures; Management principles; Public Service procedures; HRM processes; Labour relations; Financial Management; Programme and Project Management. Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strategic capability and leadership; People Management and empowerment skills; Client orientation and customer focus; Presentation and facilitation skills.
DUTIES : Manage the process of leasing of immovable assets based on the accommodation requirements of users in terms of their service delivery needs; Manage the disposal including leasing out of immovable assets superfluous to service delivery requirements; Estate management such as security services, maintenance of unallocated erven, prevention of unlawful occupation, demolitions and registration of real rights; Manage all commitments to local authorities in terms of applicable municipal ordinances in respect of the region; Management of all debtors and creditors regarding immovable assets; Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations; Plan the sub-directorates budget and manage income and expenditure through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
ENQUIRIES : Ms P Mlandu at (021) 483 6472
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 43/178 : ACQUISITION MANAGER: PROPERTY ACQUISITION REF NO: TPW 2018-264

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or equivalent); A minimum of 3 years’ appropriate experience; A valid code B driving licence. Competencies: Knowledge of applicable policies and procedures and legislation; Good planning and organisational skills; Ability to work as part of a team; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to act with tact and discretion; Proven computer literacy; Ability to work under pressure and meet deadlines.
DUTIES : To implement and manage the acquisition of property for the Western Cape Government in terms of the provisions of the Western Cape Land Administration Act No. 6 of 1998 by means of purchase, donation, exchange or in terms of asset follows function principle; To implement and manage the disposal of surplus, redundant and/or dilapidated immovable property for the Western Cape Government in terms of the provisions of the Western Cape Land Administration Act No. 6 of 1998; Provide support
to the management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate.

ENQUIRIES: Mr E Solomons at (021) 483 3291
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 43/179 : ASSISTANT DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 2018-250

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ experience in a management and planning environment; A valid code 08 driving licence. Competencies: Knowledge of the following: Public policy analysis and public policy development process; Relevant legislative, regulations, policies and practices impacting the planning and delivery of infrastructure; Research and planning methodology; Ability to access resources; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Clarity and coherence in responding to policy/research questions.

DUTIES : Assist with conducting high level research to promote the development of departmental and provincial policies, strategies and plans; Assist with conducting policy commentary and develop submissions to promote and support the development of national, provincial, local and departmental policies, strategies and plans; Strategic management (assist with planning for success and serving proudly together); Assist with stakeholder engagement regarding long term policy, strategy development and project implementation.

ENQUIRIES : Mr C Joseph at (021) 483 3853
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 43/180 : CHIEF WORKS INSPECTOR: MECHANICAL: HOSPITALS - METRO EAST/WEST REF NO: TPW 2018-280

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : 3-year National Diploma (T/N/S streams); or a N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years’ experience in a building construction on-site experience; A valid driving licence. Recommendations: Appropriate experience in the mechanical environment and contract administration with regards to the installation and maintenance of lifts, air-conditioning, refrigeration, fire-fighting equipment and pumps and stand-by generators; Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations; Willingness to travel regularly. Competencies: Knowledge of the following: Facets of the construction industry and National Building Regulations; : Latest SANS 1238:2005, 1287-1:2007, 1287-2:2007, 1424:2013, 10173:2003, 1744:2017 and SANS 10142 (Electrical wiring code); Compilation of specifications and tender regulations; Proven computer literacy; Technical report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Customer focus and responsiveness; Quality management; Scope change management.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new work of health facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessments, preparation, compilation and submission of facility condition reports of health facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr Y. Jacob at (021) 483 8514
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 43/181: GISc TECHNICIAN (PRODUCTION LEVEL): INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 2018-253

SALARY: Grade A: R293 652 – R314 853 per annum
Grade B: R334 179 – R360 240 per annum
Grade C: R380 364 – R448 035 per annum (OSD as prescribed).

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

REQUIREMENTS: An appropriate 3-year National Diploma in GISc, Cartography or relevant qualification; Compulsory registration with the South African Geomatics Council (previously PLATO) as a GISc Technician; A minimum of 3 years post qualification technical (GISc) experience; A valid Code B driving licence. Recommendations: Experience in developing and maintaining GIS data and other GIS output products; Experience in analysing spatial data in a municipal environment; Producing appropriate GIS reports and thematic maps. Competencies: Knowledge and understanding of the following: GIS applications and spatial data queries; Theory, principles and practices of GIS standards; Capabilities of different GIS software; Technologies such as GPS, Photogrammetry and remote sensing; Map projections; Principles of cartography; Producing appropriate GIS reports and thematic maps; Modern component-based GIS tools and methodology for municipal and utility; GIS use cases; Communication and interpersonal (written and verbal) skills in at least two of the official languages of the Western Cape; Project Management advanced computer skills; Problem solving analysis; Decision making and team work.

DUTIES: Perform technical GISc activities: Source, capture and clean spatial data from various data custodians; Perform data manipulation according to application requirements; Apply coordinate systems and projections; Undertake spatial analysis with regards to GIS project; Keep up to date with developments in the geo-spatial industry and participate in relevant GIS forums; Responsible for the on-going spatial data maintenance and dissemination end-user support; Conduct programmatic and manual analysis and create reports and thematic maps on data within the the GIS; Maintain GIS Unit effectiveness: Maintain and update GIS tools, software and renewal of licences; Functional requirement analysis: Document organisation GIS challenges, identify gaps (discrepancies) on available spatial information in the organisation; Document software capabilities and identify the required functionalities; Provide technical expertise related specifically to infrastructure; Responsible for the compiling and organising of GIS data from maps, databases and other sources; Direct the preparation of regular status reports, highlighting GIS issues requiring attention; Create document procedures and metadata definitions.

ENQUIRIES: Ms G Gorrah at (021) 483 0933

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


SALARY: R242 475 per annum (Level 07)

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

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 2 years’ relevant experience in rendering support services. Recommendations: None. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Office administration and Financial Management; Procurement processes; Project Management; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, Planning, Organising and report writing skills; High levels of assertiveness and professionalism.

DUTIES: Rendering administrative support services which includes control of sensitive documents and safe keeping thereof, procurement of standard items like stationary and refreshments, drafting of documents and scrutinise reports and submission for quality checks; Provide support to manager regarding meetings by ensuring relevant documents are ready for meetings, minute taking and logistical arrangements including...
travel arrangement coordination; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**: Adv G. Kode Tel No: (021) 483 2593

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

**POST 43/183**: REGISTRY CLERK: GENERAL OFFICE SUPPORT SERVICES (GEORGE) REF NO: TPW 2018-246

**SALARY**: R163 563 per annum (Level 05)

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

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification); Appropriate experience in registry and messenger services. Recommendations: Experience in the public works environment. Competencies: Knowledge of the following: Promotion of Access to Information Act; National Archives Acts and regulations; Administration Justice Act; Retrieval and storage procedures in terms of the working environment; Ability to handle confidential documents; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Proven computer literacy skills in MS Office; Excellent customer service skills; Must be able to meet the physical demands of the job.

**DUTIES**: Maintain efficient and effective filing system for George Technical Services; Distribute mail as well as other correspondence to all relevant officials; Photocopy, fax and scan documents; Attend both outgoing and incoming mail; Maintain electronic and manual database of every outgoing and incoming files; Assist with record files that leave registry; Control the movement of files within George Technical Services value chain; Maintain and update record keeping system; Help with general filing system within George Technical Services; Provide copies of documents when required.

**ENQUIRIES**: Ms A Cronje at (044) 805 8796

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

**POST 43/184**: ACCOUNTING CLERK: SALARIES REF NO: TPW 2018-277

**SALARY**: R163 563 per annum (Level 05)

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

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification) with Accounting and Mathematics as passed subjects. Recommendations: A valid code B (manual) driving licence. Competencies: Knowledge of Tax related issues; Analytical skills; Interpersonal skills; Proven computer literacy; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape Province; Report writing skills.

**DUTIES**: Reconcile and prepare the pay-over of statutory deductions such as PAYE, pensions medical contributions, garnishing orders; Issue and distribute IRP5 certificates (electronic and manual); Process salary stop-payments; Process inter-departmental claims; Complete Z102 clearance certificates.

**ENQUIRIES**: Ms J Davids at (021) 483 4040

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

**POST 43/185**: HANDYMAN: ELECTRICAL MECHANICAL AND BUILDING SERVICES REF NO: TPW 2018-245

**SALARY**: R115 437 per annum (Level 03)

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

**REQUIREMENTS**: Adult Basic Training and Education (ABET); A valid code B/EB driving licence. Appropriate experience and knowledge of building maintenance, carpentry, electrical and plumbing work. Competencies: Willingness to travel regularly; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Preparation of tools for execution of duties; Replace external and internal lights and bulbs; Repair power plugs; Repair/replace door locks, window panes, carpets etc.; Reset circuit breaker/earth leakage (short circuits); Investigate and replace/repair power
skirtings; Plumbing works; Ensure workshop, equipment and tools are kept in good order.

ENQUIRIES
APPLICATIONS
Mr A Manuel at (044) 805 8900
If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

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

POST 43/186
TRADE WORKER: ELECTRICAL MECHANICAL AND BUILDING SERVICES REF NO: TPW 2018-244

SALARY
R96 549 per annum (Level 02)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Basic literacy and numeracy (ABET Level 2). Recommendations: Appropriate experience and knowledge of building maintenance, carpentry, electrical and plumbing work; A valid code B/EB driving licence. Competencies: Willingness to travel regularly; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES
Assist with preparation of tools for execution of duties; Assist with Replacing external and internal lights and bulbs; Assist with repair power plugs: Reset circuit breaker/earth leakage (short circuits); Assist with Repairing/replacing door locks, window panes, carpets and repair roof leaks as well as painting of walls, floors and roofs; Assist with investigation and replacing/repair/unblock sewers and drains; Assist with plumbing work: Repair/replace-taps, flush valves, washers, PVC and copper pipes and sealing of gutters etc.; Assist with repairing/replacing toilet pans, traps and pan connectors, valves and washers; Assist in ensuring workshop, equipment and tools are kept in good order.

ENQUIRIES
APPLICATIONS
Mr A Manuel at (044) 805 8900
If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

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