PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 45 OF 2018
DATE ISSUED: 09 NOVEMBER 2018

1. Introduction

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

AMENDMENT:

FREE STATE: PROVINCIAL TREASURY: kindly note that the post of Shared Audit Committee: Department of Social Development and Sports, Arts, Culture & Recreation with Ref No: NR: SAC 01/2018 advertised in Public Service Vacancy Circular 42 dated 19 October 2018; the closing date has been extended to 16 November 2018.
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### PROVINCIAL ADMINISTRATIONS

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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.

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

FOR ATTENTION:
Ms J Masipa/Ms N Monyela

CLOSING DATE:
30 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. 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. 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.

OTHER POST

POST 45/01: DEPUTY DIRECTOR (BRANCH CO-ORDINATOR) REF NO: DBE/50/2018
Branch: Curriculum Policy, Support and Monitoring

SALARY:
R826 053 per annum (All- Inclusive remuneration package)

CENTRE:
Pretoria

REQUIREMENTS:
Applicants must be in possession of an appropriate recognised Bachelor's degree or equivalent qualification supported by at least four years relevant experience at supervisory level. Computer literacy, advanced technical knowledge of office administration and management and excellent writing skills are essential, as is the ability to organise meetings and manage workflow and business management processes. Knowledge and experience in curriculum policy and planning, project management and ability to use electronic information resources will be an added advantage. In addition, applicants should have an understanding of Batho Pele principles; the capability to deal with classified information; a valid driver’s license and the willingness and ability to work under pressure.

DUTIES:
The incumbent will: Assist the DDG to monitor the implementation of executive decisions. Assist the DDG in developing strategic and operational plans for the Branch and co-ordinate projects. Act as principal contact for the Branch in interacting with the offices of the Deputy Directors-General, Director-General and office of the Minister. Provide leadership in the management of the DDG’s strategic diary. Assist the DDG to prepare for multilateral meetings. Undertake research and compile reports for the DDG. Coordinate and manage cabinet and parliamentary matters. Manage staff within the office of the DDG. Manage the DDG’s office including correspondence management, office budget and expenditure control. Provide a secretarial role for meetings by the DDG, including Branch meetings, such as Branch management meetings/quarterly review meetings, etc. (organise, prepare agendas and take minutes). Coordinate and consolidate all relevant documentation for the DDG, viz, Branch business plans, budget and reports. Coordinate all special projects of the Branch. Coordinate Human Resource related activities in the Branch. Represent the DDG in meetings when required. Compile and distribute confidential documents, cabinet memoranda and general correspondence to relevant stakeholders. Liaise with other Branch Coordinators and officials in the Department. Assist with the quality assurance of submissions. Draft letters, memoranda, submissions and develop agendas for meetings. Collect, organise and distribute materials required for meetings. Provide
administrative support for the Branch and manage deadlines. Establish office procedures and operating systems and it will be required of the candidate to work after hours as the need arises.

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

**NOTE** : Interviewed candidates will be subjected to a technical exercise and competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.
ANNEXURE B

DEPARTMENT OF DEFENCE

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

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

For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 45/02
SECRETARY REF NO: DHRSP/34/18
Directorate Human Resource Strategy and Planning

SALARY
R163 563 per annum (Level 05)

CENTRE
Erasmuskloof, Pretoria

REQUIREMENTS
A minimum of Grade 12 or equivalent, certificate in Secretarial Services. One to two (1-2) years’ Secretarial experience at Middle Management and Senior Management Level, preferably in the Military Environment. Special requirements (skills needed): Computer literate (MS Word, Excel and Power Point) and good typing skills. Good communication skills (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal and secretarial skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion.

DUTIES
Provide a secretarial support to the Director and Directorate, arrange meetings/conferences/workshops, and refreshments, manage the Director diary, screening and transferring of telephone calls, ensure that necessary documentation is ready in advance for director’s action. Register income and outgoing documents, follow-up outstanding documents for delivery, follow-up outstanding/expected docs. Distribute documents to relevant recipients. Always maintain a professional image and approach. Capture incoming and outgoing documents and keep record of it through filing system. Initiate the process of an
event, obtain quotations and make bookings and arrangements for directorate’s social events. The execution for the Director Liaison function, by internal liaison with members and external liaison on behalf of the director.

**ENQUIRIES**: Col L. Mandindi, Tel No: (012) 355 5883

**APPLICATIONS**: Department of Defence, Directorate Human Resource Strategy and Planning, Private Bag X159, Pretoria, 0001 or hand delivered to: Directorate Human Resource Strategy and Planning, Cnr Nossop & Boeing Street, Armscor Building (Defence Reception), Erasmuskloof, Pretoria, 0001

**POST 45/03**: SECRETARY REF NO: DIA/30/18

**SALARY**: R163 563 per annum (Level 05)

**CENTRE**: Defence International Affairs, Erasmuskloof, Pretoria

**REQUIREMENTS**: A minimum of Grade 12 or equivalent, plus a Secretarial or Office management Diploma. One to Two (1 – 2) years’ relevant experience will be an advantage. Special requirements (skills needed): Computer literate (MS Word, Excel and Power Point) and good typing skills. Good communication skills (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal and secretarial skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion.

**DUTIES**: Provide a secretarial support services: Record appointments and events and manage the Director’s diary. Ensure effective flow of information and documents to and from the Director’s office. Receive and refer telephone calls to the correct role players. Write/type documents, memorandums, letters and reports. Handle classified files and documents. Compile agendas and take minutes during meetings. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Prepare briefing and notes for the Director as required. Keep an effective filing system. Coordinate all logistical arrangements for visitors of the office. Remain abreast with the procedures and processes that apply in the office of the Director and the entire Department. Scrutinise documents to determine relevant action/information required for meetings. Effectively distribute minutes/decisions/information and make follow-up where necessary.

**ENQUIRIES**: Mr T.E. Bogopane Tel No: (012) 355 5435
Mr K. Davhana Tel No: (012) 355 5859

**APPLICATIONS**: Department of Defence, Defence International Affairs Division, Private Bag X 910, Pretoria, 0001 or hand-delivered to: Defence International Affairs Division, Cnr Nossop & Boeing Street, Armscor Building (Defence Reception) Erasmuskloof, Pretoria, 0001

**POST 45/04**: ADMINISTRATION CLERK: PRODUCTION (SENIOR ASSISTANT) REF NO: HRD/19/18

**SALARY**: R152 862 per annum (Level 05)

**CENTRE**: SANDF College of Educational Technology, Pretoria

**REQUIREMENTS**: A minimum of Grade 12 (NQF Level 4). Post matric qualification and/or experience in the Administration will be an advantage. Special requirements (Skills needed): Analytical thinking. Computer literate. Good communication skills (verbal and written). Good interpersonal relations, effective planning and organizational skills.

**DUTIES**: Establish and maintain an effective diary for the Centre Manager. Manage and co-ordinate appointments of the Centre Manager’s office by providing a secretarial service to the Centre Manager. Co-ordinate the logistical requirement for the office. Provide hospitality services to all guests in the manager’s office. Render an office support and administration function. Perform miscellaneous tasks as delegated (i.e. compile and/or type letters, respond to invitations, etc.). Handle an effective filing system and keep record of all incoming and outgoing correspondence, including files. Ensure that the correct security processes are followed with regards to incoming/outgoing documentation on a daily basis.

**APPLICATIONS**: Department of Defence, Training Command, SANDF COLET, Private Bag X 0137, Clubview, Pretoria 0001 or may be hand delivered to SANDF Colet: corner of old Johannesburg road and Driver street, Clubview, Centurion. No faxed or email applications will be accepted.

**ENQUIRIES**: Col S.M. Mdhluli / Dr A. Voges, Tel No: (012) 654 4050.
Ms E. du Preez, Tel No: (012) 355 6567.
ANNEXURE C

DEPARTMENT OF ENERGY

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

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

CLOSING DATE: 23 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. NB email or fax applications will not be accepted.

OTHER POST

POST 45/05: PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT

SALARY: R242 475 per annum (Level 07)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma in Office Administration/ Office Management and Technology/ Public Administration coupled with one (1) year relevant experience, Plus the following competencies Knowledge of: Relevant Legislation/policies/prescripts and procedures, basic knowledge on financial administration. Skills: Excellent Interpersonal skills, Minute taking, Good telephone etiquette, exceptional organising and planning skills, ability to work independently and under pressure and in a team, Time management and pro-activeness, problem solving skills and results orientated, computer literacy (Microsoft Word, PowerPoint, Email, Internet and Excel). Communication: Good verbal and written skills. Creativity: Analytical, Information evaluation, Decision Making, Conceptual thinking, ability to do research and analyse documents and situation.

DUTIES: Provide secretariat/Personal assistant services to the manager. Render administrative support services. Provide support to the manager regarding meetings. Support the manager with the administration of the manager’s budget. Studies the relevant public service and departmental prescripts/ policies and other documents and ensure that the applications thereof are understood properly.

ENQUIRIES: Ms N Direro 012 406 7680
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

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

CLOSING DATE: 26 November 2018 before 12H00 No late applications will be considered.

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

OTHER POSTS

POST 45/06: MANAGER: FRAUD PREVENTION REF NO: MFP/2018/11-1PRA

SALARY: R697 011 per annum (Level 11) (All-inclusive package)
CENTRE: Pretoria (Head Office)
REQUIREMENTS: A relevant three year degree/national diploma or equivalent three year qualification (NQF6/360 credits) in Fraud Management/relevant environment with at least 6 years’ experience in the fraud management/relevant environment of which three years should be in a management capacity. Applicants whose exposure in fraud awareness are within a pension fund/financial services environment will be an added advantage. Knowledge of applicable legislation in the field of fraud prevention. A valid driver’s license. Computer literacy that include a good working knowledge of Microsoft Office products. Knowledge of Prescribed Regulations and

**DUTIES**

The incumbent will be responsible for a wide variety of tasks which include but not limited to the following: Coordinate information dissemination and awareness campaigns: Organise information sessions and road shows to promote awareness of ethics, fraud, whistle-blowing, etc. within the Department. Identify risks and threats to the department and advise line managers on the department’s capability to counter such threats and measures to be instituted. Liaise regularly with relevant internal and external structures and agencies. Initiate Fraud Awareness campaigns and training. Communicate threats in the appropriate forums. Monitor and implement fraud prevention strategy: Facilitate and conduct Risk and Fraud Awareness 21 Campaign for GPAA. Monitor monthly fraud statistics, consolidate quarterly and prepare report. Ensure that control measures recommended are being implemented. Report and communicate fraud information and awareness to the relevant stakeholders: Analyse the impact of fraud cases and make appropriate recommendations. Manage fraud hotline queries, calls and resolve escalated queries. Draft the monthly/weekly fraud awareness reports. Promote whistle blowing. Manage the development of fraud prevention policy and strategy: Develop required fraud prevention policies and procedures in line with Enterprise Wide Risk Management Policy. Develop fraud prevention strategy in line with fraud prevention policy. Develop action plans and mitigation plans related to fraud. Manage fraud prevention in the Department: Implement the fraud prevention plan, fraud detection strategy. Evaluate fraud and corruption database for trends analysis and ensure corrective actions. Review controls to avoid recurrence of fraud and corruption and ensure control improvement to prevent and minimize fraud. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

**ENQUIRIES FOR ATTENTION**

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

**NOTE**

One Manager: Fraud Prevention position is currently available at the Government Pensions Administration Agency: Enterprise Wide Risk Management. This position will be filled permanently. Employment Equity target for the post is African, Coloured, Indian or White female or person with disability. Candidates of the specified groups are encouraged to apply.

**POST 45/07**

**ASSISTANT MANAGER: SYSTEM ADMINISTRATION REF NO:** ASD/SA/2018/11-1PRA

The purpose of the post is to manage and maintain the functionality of all ICT systems and their deployment.

**SALARY**

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

**CENTRE**

Pretoria Office

**REQUIREMENTS**

A three year National Diploma/Degree (at least 360 credits) coupled with 4 years working experience in the System Administration field of which 2 years was in a supervisory role/Managerial role. ITIL foundation. Experience in Identity- and Access Management. The manager will be required to work outside normal working hours to attend to GPAA Calendar items to attend to pensioner increases, annual actuarial activities and migration events. The manager will be required to work outside normal working hours to support employees working overtime and attending to GPAA client relationship management activities. Knowledge of system


**DUTIES:**

The successful candidate will be responsible for the following functions and include, but not limited to: Manage System Administration Activities: Plan, organize, control and evaluate the operations of information systems in respect of system- and access administration. Develop and implement policies and procedures for deployed system- and access administration functionality. Manage information systems contractors and service level agreements supplying system- and access management products and services. Planning and coordination of hardware and software installation and upgrades required in the identity- and access management areas. Manage the implementation of identity- and access management products and components. Plan and manage personnel equipment requirements. Manage service desk for external users. Allocate and manage workload for service desk. Management of system- and application profiles and roles with process owners. Manage operation of System Administration: Assist system administrators with day-to-day activities and escalations. Build and maintain positive internal and external client relationships. Process service requests within the agreed SLA's. Compliance to standard operating procedures and policies as deployed in the system administration environment. Maintenance of system profiles and –roles. Maintenance of user ID's (creation, maintenance and deactivation). Facilitate requests for access to external institutions and applications. Outside normal business hours support to end users. Outside normal business hours support required for release management activities. User assistance. Provide input to the strategic management of the section: Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Unit Management: Manage the performance of direct and indirect reports in accordance with the GPAA performance management policy and procedure. Identify training and development needs, implementing plans to address requirements, as appropriate. Manage discipline and absenteeism in accordance with organizational codes and procedures. Facilitate communication through appropriate structures and systems. Manage compliance with agreed budgets in consultation with the Senior Manager, ensuring that costs are contained. Participate in management forums within GPAA, contributing expertise to enable sound decision making. Provide detailed, accurate information for internal and external audit purposes and action audit issues identified. Implement controls within the section which minimize potential risk to stakeholders.

**ENQUIRIES FOR ATTENTION:**

Mr Lesiba Sehlapelo
Tel No: 012 399 2710

Mr Lesiba Sehlapelo – Recruitment

**NOTE:**

One Assistant Manager – System Administration position is currently available at the Government Pensions Administration Agency: Business Enablement Division. This position will be filled as a permanent position. Employment Equity target for the post is African, Indian or Coloured males or females or people with disabilities. Candidates of the specified groups are encouraged to apply.
POST 45/08

ASSISTANT MANAGER CHANGE MANAGEMENT

REF NO: ASM/CHNGE/2018/11-1P

The purpose of the role is to facilitate and implement change management programmes and process in achieving the GPAA strategic goals.

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

CENTRE
Pretoria Office

REQUIREMENTS

DUTIES
The successful candidate will be responsible for the following, but not limited to:
Ensure development and implementation of the change management strategy and programmes: Supports the process of developing change management strategy. Support development of change management materials, tools and content for the Department. Support communications with all clients and all levels of management, determines client needs and ensures that the needs in terms of all investigations are met. Supports facilitation of group sessions and discussions in workshops. Data capturing for Change Management projects. Engage with stakeholders to obtain buy-in to the change initiative. Provide feedback to stakeholders on change initiatives progress. Evaluate return on investment and adoption of changes in the organisation. Ensure successful business transformation: Compile the Employment Equity plan and reporting to the department of Labour. Compile the Gender Equality and Job access reporting and planning to the DPSA. Compile diversity plan and implement the plan. Management of disability, Gender and employment Equity mainstreaming. Facilitate the employee engagement programme: Assess the change impact and readiness for change management initiatives, identify key barriers. Organize office logistical matters. Provide the need for and benefits of change. Develop survey material and tools to analyze culture of department. Management of the Business unit: Compile the work plans for sections including the consolidation of operational plans in the directorate’s overall work plan. Implement and maintain the policies and strategy pertaining to the business unit. Measure the effectiveness of strategy and implementation of policies on an ongoing basis and make recommendations to review and amend them appropriately.

ENQUIRIES
Mr Mapule Mahlangu Tel No: 012 399 2639

FOR ATTENTION
Ms Mapule Mahlangu – Recruitment

NOTE
One permanent Assistant Manager – Change Management position is currently available at the Government Pensions Administration Agency: HR Employee Relations Division. This position will be filled as a permanent position. Employment Equity target for the post is Indian or Coloured males or females or people with disabilities. Candidates of the specified groups are encouraged to apply.

POST 45/09

ADMINISTRATIVE OFFICER: EMPLOYEE HEALTH AND WELLNESS

REF NO: AO/EHW/2018/11-1P

SALARY
R242 475 per annum (Level 07) (basic salary)

CENTRE
Pretoria Office

REQUIREMENTS
A relevant three year Bachelor Degree/National Diploma in the field of Health, Behavioural Science, Social Work, Psychology or equivalent three year qualification (at least 360 credits) with two years’ experience within the Employee

**DUTIES**

The successful candidate will be responsible for but not limited to: Provide administrative support to the unit: Perform office administrative activities. Organise office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Order stationery and equipment for the section. Implement, monitor and provide administrative support and guidance on the implementation of EHWP strategic programmes: Provide administrative support and guidance in implementation of HIV & AIDS, TB and STI. Implement and provide administrative support and guidance on the Health and Productivity Management programmes and interventions. SHERQ programmes. Conduct HIV AIDS and Tuberculosis workplace programme through prevention strategies and compliance. Coordinate regular review of HIV AIDS and Tuberculosis programmes to enable evaluation in terms of efficacy, professionalism and outcomes. Maintain standard operating procedures and practices for EHW service delivery that ensures confidential, ethical and quality services. Implement and coordinate the SOPs: Implement standard operating procedures in line with the EHWP policies. Implement and ensure policies in line with the new developments in the field of EHW. Plan and evaluate work ensuring high quality service delivery. Research and advice management on improvement of quality standards. Promote a healthy life style and improve service delivery. Conduct awareness campaigns and capture statistics. Identify risk factors. Analyse data and compile reports regarding the findings and recommendations. Implement recommended interventions.

**ENQUIRIES**: Felicia Mahlaba Tel No: 012 319 1455
**FOR ATTENTION**: Ms Felicia Mahlaba – Recruitment

**NOTE**

One position of an Administrative Officer: Employee Health and Wellness is available to support the implementation of EHWP programmes in line with Employee Health and Wellness strategy in the GPAA. Employment Equity target for the post is Coloured or Indian male/females or people with disabilities. Candidates of the specified groups are encouraged to apply.

**POST 45/10**

**SUPPLY CHAIN ADMINISTRATOR: ACQUISITION MANAGEMENT REF NO:** SCA-AM/SCM/2018/11-1C

**SALARY**

R196 407 per annum (Level 06) (basic salary) plus 37% in lieu of benefits

**CENTRE**

Pretoria Office

**REQUIREMENTS**

An appropriate recognized three-year qualification in Supply Chain Management/Logistics or equivalent three year qualification (360 credits/NQF6) with 18 months experience in the Supply Management environment OR Grade 12 with three (3) years’ experience in the Supply Chain Management environment. Computer literacy that would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook). Exposure/Knowledge of Accpac will be an advantage. Knowledge of PFMA, Treasury Regulations, PPPFA, SCM guidelines for Accounting Officers and related Prescripts. Knowledge of Public Sector Procurement processes, rules and regulations. Knowledge of Financial administration. Interpersonal relations skills. Effective organisational skills. Planning and decision making skills. Analytical and problem solving skills. Client orientation and customer focus. Communicate effectively at all levels. Work independently. Ability to work under pressure.

**DUTIES**

The successful candidate will be responsible for the following, but not limited to: Execution of the bidding process: Compile bid documents. Publish tender invitations. Receive and open of bid documents. Evaluate and adjudicate bids. Compilation of prospective list of providers for closed tender process: Compile terms of reference to invite service providers for an expression of interest. Receive,
evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Sourcing of goods and services above R500 000.00. Provide administrative support to the section: Perform office administrative activities. Organise office logistical matters. File audit supporting office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the office. Order stationery and equipment/appliances and refreshments (Bid Committee meetings) for the section.

ENQUIRIES: Felicia Mahlaba Tel No: 012 319 1455
FOR ATTENTION: Ms Felicia Mahlaba – Recruitment
NOTE: One position of Supply Chain Administrator: Acquisition Management at GPAA is available to render an acquisition management service through the execution of the bidding process, compilation of a list of service providers and the handling of urgent/emergency cases.
GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS:
All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001

FOR ATTENTION:
Ms M Mbokane, Human Resources
Tel No: 012 748 6296

CLOSING DATE:
23 November 2018, 12 noon.

NOTE:
Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwonline) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver’s license (where required), must be attached.

It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts.

General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POST

POST 45/11:
SENIOR WORK PLANNER (OUTSOURCED PRINTING) REF NO: (GPW18/70)

SALARY:
R299 709 per annum (Level 08)

CENTRE:
Pretoria

REQUIREMENTS:
A 3 year degree/diploma or equivalent qualification (NQF Level 6) plus 2-3 years relevant experience or Grade 12 or equivalent qualification plus 5-7 years relevant experience having gained knowledge of the printing or related process as well as the administration thereof, Experience in the printing industry together with experience in project management and supply chain management would be an added advantage.

DUTIES:
The successful candidate will be responsible for the planning, organization, administration and follow-up of outsourcing print work to external vendors, Receive requests for outsourcing, Plans and distribute work among the team, Liaison with customers regarding printing specifications and artwork, Preparing Request for Quotations from either contracted printers or from a list of vendors on the supplier database, Analysing quotations in terms of the specification and the price quoted, Comparing quoted price of contracted printers to price lists, Check and approve quotation for accuracy, Prepare order submissions Ensuring lead times meet customer requests, Job ticket administration, Project management, Consult with clients, personnel in other departments to discuss and resolve issues, and monitor the progress of the job to ensure service delivery, Good customer relations.
ENQUIRIES : Mr. J. Hill Tel No: (012) 748-6290
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

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

CLOSING DATE: 23 November 2018 at 12h00

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

OTHER POST

POST 45/12: DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT (MFIP) (GTAC) – REF NO: G024/2018

Term: 2 Years Fixed Term Contract

SALARY: R826 053 – R973 047 per annum (Level 12) (All-inclusive package)

CENTRE: Pretoria

REQUIREMENTS: A relevant 3-year qualification in Public Administration or Public Management, Education and Training, or Marketing and Communications or related field. A minimum of 4-6 years’ working experience in the following fields; project management, marketing and communications, knowledge management. Content management, copywriting and SharePoint in the public sector or local government will be an added advantage.

DUTIES: Knowledge Management: Administering and maintain the programme knowledge management artefact register, facilitating and coordinate the knowledge management collection phase, facilitating the knowledge management engagement phase, facilitating and coordinate peer-review processes. Content Management: Developing, administering and maintain the programme content policy and register, producing, publishing, updating and maintain programme content, facilitating and coordinate programme content produced by Advisors and including the approval process. Technological Enablement: gather organisational or user requirements for SharePoint sites, configure, administering and maintain SharePoint sites, administer, update and maintain Wiki and public website, administer, update and maintain filing plan, folders and ShareDrives.

ENQUIRIES: Kaizer Malakoane Tel No: (012) 315 5442
ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(UMFOLOZI TVET COLLEGE)

APPLICATIONS:

uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

CLOSING DATE:

29 November 2018 at 16:00

NOTE:

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

ERRATUM: TSHWANE SOUTH TVET COLLEGE:

Kindly note that the following posts advertised in Public Service Vacancy Circular 44 dated 02 November 2018 they have been amended as follows: Admin Officer – Student Support Service Coordinator with Ref No: 07/02/2018, the requirements and the duties have been amended to: Grade 12 together with a three year diploma or an equivalent NQF (level6) qualification plus 3-5 years’ experience, alternatively Grade 12 with 10 years or more experience in relevant field. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office. Duties: Reports to the General Psychologist at campus level regarding the psychological and emotional issues of students. Liaise with the Admin Officer at College level regarding students Governance, sports and cultural activities. Liaise with the Admin Officer at College level regarding students Governance, sports and cultural activities. Liaise with the Admin Officer at College level regarding bursaries/students Financial Aid. Ensure that students at campus level have access to information regarding the financing of programs at the campus. Facilitate the completion of bursary forms and ensures that all and SOP’s and the necessary documents are attached. Liaise with the Senior Admin Officer for Governance regarding the Policy on the Students Code of Conduct and utilize such a Policy for student’s discipline. Liaise with the Assistant Director students Support regarding the Implementation of other students support services as outlined in the Students Support Manual and Framework. All other duties and responsibilities as described in the Personnel Administration Measures will apply. Information Technology Technician with Ref No: 07/03/2018 (X4 Posts), the requirements have been amended to: Grade 12 together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 3-5 years’ experience, alternatively Grade 12 with 10 years or more experience in relevant field. Working knowledge of and experience in the policy and regulatory environment of information security, especially in the TVET or Higher Education Sector. Admin Officer – Marketing Officer with Ref No:
07/04/2018, the requirements and the duties have been amended to: Grade 12 together with a three year diploma or an equivalent NQF (level6) qualification plus 3-5 years’ experience, alternatively Grade 12 with 10 years or more experience in relevant field. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office. Duties: Liaise with peer and supervisors to develop and implement creative concepts and products for marketing campaigns. Developing and implementation of annual calendar of College Exhibitions. Assist with organising promotional events. Prepare and conduct presentations at high schools or any other exhibitions to promote TVET programmes offered by the College. Mange all branded materials of the College.

Senior Admin Clerk – Client Service with Ref No: 05/03/2018 (X4 Posts), the requirements have been amended to: Grade 12 together with an three year diploma or an equivalent NQF (level6) qualification plus 3-5 years’ experience, alternatively Grade 12 with 10 years or more experience in relevant field. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office. Senior Accounting Clerk: Finance with Ref No: 05/04/2018 (X3 Posts), the requirements and the number of posts have been amended: Grade 12 or NC(V) Level 4 certificate and 2 – 5 years’ experience or Grade 12 and an appropriate three year diploma or equivalent NQF (Level6) qualification plus 0 – 3 years’ experience. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office. Duties: Responsible for the daily running of the Bookshop. Selling of stationery and books on the Ulti-Sales System. Daily balancing of cash and debtors sales and reconciling debtor’s accounts. Creating receipts and invoices for employers and private students. Utilising the Coltech library system in order to receive and distribute textbooks to students and lecturers. Re-ordering of stock. Monthly stock take with month end reports to be forwarded to head office. Meetings and daily communication with all staff members. Senior Admin Clerk – Supply Chain Management with Ref No: 05/06/2018, the requirements have been amended to: Grade 12 or NC(V) Level 4 certificate and 2 – 5 years’ experience or Grade 12 together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 0 – 3 years’ experience. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office. Duties: Responsible for the daily running of the Bookshop. Selling of stationery and books on the Ulti-Sales System. Daily balancing of cash and debtors sales and reconciling debtor’s accounts. Creating receipts and invoices for employers and private students. Utilising the Coltech library system in order to receive and distribute textbooks to students and lecturers. Re-ordering of stock. Monthly stock take with month end reports to be forwarded to head office. Meetings and daily communication with all staff members. Senior Admin Clerk – Financial Aid with Ref No: 05/07/2018 (X3 Posts), the requirements have been amended to: Grade 12 or NC(V) Level 4 certificate and 2 – 5 years’ experience or Grade 12 and an appropriate three year diploma or equivalent NQF (Level6) qualification plus 0 – 3 years’ experience. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office. Secretary to the Campus Manager with Ref No.:05/08/2018, the requirements have been amended to: Grade 12 or NQF (Level 4) certificate and 2 – 5 years’ experience or Grade 12 together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 0 – 3 years’ experience. Good communication skills (written and verbal), ability to read, write and pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office and sound organizational skills. Willingness to work extra hours when required. Senior Admin Clerk: Human Resource with Ref No.:05/09/2018 the requirements and the duties have been amended to: Grade 12 or NQF (Level 4) certificate and 2 – 5 years’ experience or Grade 12 together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 0 – 3 years’ experience. Exposure to interpretation of the
Implementation of the HR policies in an HR working environment will be an advantage and minutes taking skills. Duties: Responsible for General Office Administration (Filling, faxing and photocopying), typing, receiving and distribution of HR related documents. Assist with capturing on PERSAL System. Compile monthly reports. Assist with enquiries related to Basic Conditions of Service and also please note that the closing date has been extended to the 30 November 2018.

**OTHER POSTS**

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<thead>
<tr>
<th>POST 45/13</th>
<th>FINANCIAL AID CLERKS REF NO: 2018/055 (X6 POSTS)</th>
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</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector</td>
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<tr>
<td>CENTRE</td>
<td>Chief Albert Luthuli Campus (X1 Post)</td>
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<td>Mandeni Campus (X1 Post)</td>
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<td>Esikhawini Campus (X1 Post)</td>
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<td>Eshowe Campus (X1 Post)</td>
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<td>Sundumbili Campus (X1 Post)</td>
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<td>Richtek Campus (X1 Post)</td>
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<td>REQUIREMENTS</td>
<td>Grade 12 or NCV level 4 with Mathematics or Accounting or an N6 in Financial Management together with 18 months relevant experience. One year administrative experience. Good understanding of DHET TVET College Bursary Scheme requirements and regulation of the National Students Financial Aid Scheme (NSFAS). Excellent administrative skills. Excellent attention to detail. Good competency in the capturing, recoding, and reporting of data and information. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Good skills related to the preparation and implementation of financial aid-related plans. Advantageous: Divers Licence.</td>
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<td>DUTIES</td>
<td>College Bursary Administration: Ensure implementation of and continued compliance with College financial aid and DHET rules and guidance policies and procedures. Coordinate student support financial aid systems for the campus in collaboration with Financial Aid Officer. Facilitate all financial aid applications in a timely and accurate manner, including tuition, accommodation, travel and any other financial aid grants and loans and all payments. Maintain continuously updated records of all applications and the related documentation and status. Student Registration Support: Communicate DHET rules and guidelines and application status to campus students, relevant staff and SRC and ensure to form part on induction process. Ensure clear process steps are communicated to all students via College staff, SRC and other appropriate available platforms. Provide “help desk” access during registration in order to respond to any enquiries. DHET TVET College Bursary Scheme Administration: maintain a database of all students of the campus in terms of Department of Higher Education and Training and NSFAS requirements. Receive and log all applications and ensure all required information has been included. Submit applications to the relevant staff of any changes in requirements. Identify and improve application gaps and non-compliance. Report system and other financial aid issues, follow-up and ensure issues are resolved. Notify students and relevant staff of any changes in requirements. Financial Aid Information Management: Provide Financial Aid Officer with weekly and monthly reports on the progress of student’s bursary application activities and other related matters. Attend Financial Aid Committee meeting and other relevant meetings and provide necessary information. Provide data for the as requested by Senior Management Team, Academic board, College Council and Quarterly M&amp;E report for DHET. Maintain information on scheme requirements, contact details and application guidelines. Maintain a database of key contacts and references for financial aid enquiries and advice.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mrs NNF Khanyile Tel No: (035) 902 9532</td>
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<tr>
<th>POST 45/14</th>
<th>STUDENT SUPPORT SERVICES ADMINISTRATION CLERK REF NO: 2018/056</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Mandeni Campus</td>
</tr>
</tbody>
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REQUIREMENTS : Grade 12 or NCV level 4 Office Admin or equivalent qualification. Advantageous: Divers Licence.

DUTIES : Reception Administration: Maintain the reception area; Attend to visitors and clients; Operate calls for Student Support Services and Zululand Career Centre; Administer the Career Development Officers attendance register; Maintain Student Support Services filing; Provide information to Campuses and make follow up to achieve set deadlines. Secretarial Support: Answer queries and communicate with visitors, staff and clients; Prepare documentation as required.

ENQUIRIES : Mr S Mthembu Tel No: (035) 902 9655

POST 45/15 : SENIOR ADMINISTRATION CLERK: TVETMIS REF NO: 2018/057

SALARY : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE : Sundumbili Campus

REQUIREMENTS : Grade 12 or Equivalent and 2years related and complimentary experience in either the public or the private sector. Broad knowledge of information management. Proven computer literacy, including MSWord and MS Excel; Proven statistical analysis skills; Knowledge of the: the DHET/College’s regulatory and legislative framework; general information administration and management principles, methodologies and procedures; public sector management reporting requirements; the Coltech system. Ability to operate database systems. Good record keeping and administrative skills. Advantageous: Relevant three-year tertiary diploma/degree with computers. Coltech knowledge.

DUTIES : Campus Data Capturing; Capture data related to the relevant campus. Information Validation: Compare source data with information to be captured to identify anomalies. Information Reporting; Analyse data and generate reports for management. Information Storage: Store information systematically in hard copy as well as electronically. Retrieve information on request.

ENQUIRIES : Mrs NNF Khanyile Tel No: (035) 902 9532

POST 45/16 : HUMAN RESOURCE CLERK PRODUCTION REF NO: 2018/045 (Re-Advertisement)

SALARY : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE : Central Office

REQUIREMENTS : Grade 12 or equivalent qualification. A minimum of one-year experience in human resource sphere. Knowledge of human resource management & administration and registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in human resource environment. Advantageous: N6 National Certificate in Human Resource Management / Public Management; Valid driver’s license.

DUTIES : Implement Human Resource Administration Practices: Recruitment and Selection (advertisements, sifting, shortlisting, interviews, appointments, transfers, promotions, verification of qualifications and other security vetting, secretariat functions at shortlisting, interviews, absorptions, and probationary period’s e.g.) implement and maintain conditions of services( Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Pension Allowances, PILIR, etc.) Administer Record Management. Administer Performance Management. Administer the process of termination of service. Address Human Resource Administration Enquiries.

ENQUIRIES : Mrs NNF Khanyile Tel No: (035) 902 9532
ANNEXURE H

DEPARTMENT OF HOME AFFAIRS

APPLICATIONS: Applications must be sent in time to the correct address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

CLOSING DATE: 23 November 2018

NOTE: Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver’s licence is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo competency test/assessments. 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. Kindly note that, for email applications, should you not receive an acknowledgement of receipt/confirmation advice, this could mean that your application did not reach us due to the size of the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly.

MANAGEMENT ECHELON

POST 45/17: DEPUTY DIRECTOR-GENERAL: COUNTER CORRUPTION AND SECURITY SERVICES REF NO: HRMC 66/18/2

This role will suit a strong decision maker with keen influencing skills who will provide strategic leadership, direction and executive support in the provision of Counter Corruption and Security Services within the Department of Home Affairs (DHA).

Branch: Counter Corruption and Security Services

(This is a re-advertisement. Interested applicants who applied previously are requested to re-apply)

SALARY: R1 446 378 - R1 629 348 per annum (Level 15) (All-inclusive salary package), structured as follows: Basic salary – 70% of package, State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: Head Office, Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA in Business Management or Public Administration. 8 – 10 years’ experience at a senior managerial level in the related field. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of the legislative and regulatory frameworks on Public Service, DHA core business Security and Counter Corruption matters. Knowledge and understanding of business needs and business requirements. Strategic capability and leadership skills. Knowledge of service delivery innovation. Client orientation and customer focus. People management and empowerment skills. Financial management. Honesty and integrity. Programme and project management skills. Change management skills. Communication skills. Knowledge and information...

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and prepare the strategic plan for the Department of Home Affairs (DHA). Ensure the development and implementation of the Counter Corruption Strategy, as well as compliance with the legislative and regulatory framework governing Security and Counter Corruption. Provide strategic leadership and expert advice on the interpretation and implementation of the legislation and regulations relating to Counter Corruption and Security. Align and integrate Counter corruption and Security initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Ensure the development of preventative strategy or measures in order to mitigate identified trends and risks. Ensure the successful investigation and analysis of all identified criminal, employee relations and law enforcement cases. Oversee liaison with all relevant law enforcement agencies to enable the successful prosecution of all cases. Ensure effective resource management within the business unit. Be accountable for the duties as sub-programme manager in terms of the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations. Prepare, monitor and control annual budget so that expenditure is in line with financial requirements and strategy.

**ENQUIRIES**

Ms C Mocke Tel No: (012) 406 4153 /082 301 8580

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form, which can be downloaded from our website, by the closing date to: E-mail: CCrecruitment@dha.gov.za
The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

APPLICATIONS: National Department of Human Settlements, 260 Justice Mahomed Street, Sunnyside, 0001 or Private Bag X644, Pretoria, 0001
FOR ATTENTION: Noelien Nortman
CLOSING DATE: 23 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 shortlisted 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, together with 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 shortlisted 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. Please note that this is a re-advertisement, candidates who previously applied need not re-apply.

OTHER POST

POST 45/18: SUPPLY CHAIN CLERK REF NO: DOHS/44/2018
3 Year Contract
SALARY: R163 563 per annum plus 37 % in lieu of benefits
CENTRE: Pretoria
REQUIREMENTS: Candidates must be in possession of Matric Certificate or a relevant Diploma; Good interpersonal and communication skills (both written and verbal); Ability to work under pressure; Computer literacy; Knowledge of Treasury Regulations, Public Finance Management Act, Supply Chain Management Framework, Preferential Procurement Policy Framework Act, LOGIS and BAS.
DUTIES: The incumbent of the post will be responsible for capturing of payments on LOGIS, Processing of BAS Payments for cellular phone and 3G card invoices, drafting of letter for new cellular phone and 3G card applicants and for roaming facilities, store stock take, handling queries form internal and external clients; Preparation of invoices; Update electronic and manual invoice/ payment register; and Capture progress of payments on the system.
ENQUIRIES: Noelien Nortman Tel No: (012) 444-9115
NOTE: Male candidates and people with disabilities are encouraged to apply
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

APPLICATIONS

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

CLOSING DATE

26 November 2018

NOTE

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

OTHER POST

POST 45/19

SENIOR COURT INTERPRETER

SALARY

R242 475 – R285 630 per annum

CENTRE

Magistrate’s Office, Frankfort

REQUIREMENTS

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

DUTIES

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

ENQUIRIES

Ms NM Dywili @ 051 407 1800

NOTE

The successful candidate will be required to sign a performance agreement.
DEPARTMENT OF MILITARY VETERANS

The Department of Military Veterans is an equal opportunity affirmative action employer and it is our intention to promote representativity in the Public Sector (race, gender and disability) through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS:

Please forward your application, quoting the relevant reference number to: The Director: Human Resource Management, Department of Military Veterans, Private Bag X943, Pretoria, 0001. Applications can also be hand delivered to the Department of Military Veterans, at 328 Festival, cnr Festival & Arcadia Streets, Hatfield, Pretoria.

CLOSING DATE:

23 November 2018 (16:00)

NOTE:

Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at or downloaded from http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), Matric certificate must also be attached and ID-document and Driver’s license. 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). 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. Short listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). In addition to completing the Z83, applicants are required to disclose any pending criminal, disciplinary or any other adverse allegation or investigation against them. Applicants must also provide full names, address and telephone numbers of at least 3 references. Failure to submit the requested documents may results in your application not being considered. Applicants will be expected to be available for selection interviews at a time, date and place determined by the Department. NB: preference will be given to military veterans and military veterans’ dependants. Please indicate your force number on the Z83. Military Veterans and their Dependents are requested to indicate on the covering letter their Military Veterans status quo. No faxed or e-mailed applications will be considered. Persons with disabilities are encouraged to apply.

OTHER POST

POST 45/20:

SENIOR STATE ACCOUNTANT REF NO: DMV01/10/2018
Directorate: Financial Management

SALARY:
R299 709 per annum (Level 08)

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate Degree or National Diploma in Accounting/Finance/Cost and Management coupled with 3 years’ relevant experience, Plus the following key competencies: Knowledge: PFMA, Treasury Regulations, Departmental Policies and procedure. Transversal systems used by Government Institutions, (BAS and

**DUTIES**

Assist with compiling, analysing and submission of budget documents for the Department during the annual budget processes (MTEF, ENE, AENE, Cabinet Memos, Virement and Roll-Overs). Assist with handling of all enquiries relating to budget issues. Assisting Programme and Responsibility Managers in costing strategic initiatives of the branch and translate them into spending plan, prepare monthly cash flow and advise thereof. Coordinate and assist the Programme Managers in compiling reasons and remedial steps for variance on project monthly drawings versus actual expenditure (IYM). Attend the respective responsibilities and programme management, finance and operational meetings and assist with providing financial advice. Assist with providing budget and financial advice to Programmes and Responsibility Managers in terms of PFMA, Treasury Regulations and Treasury Guidelines. Assist with conducting workshops to relevant Programme and Responsibility Managers regarding budget process.

**ENQUIRIES**

Ms Dineo Masemola or Mr Caiphus Mailua Tel No: (012) 765 9454
ANNEXURE L

DEPARTMENT OF MINERAL RESOURCES

APPLICATIONS : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjes and Francis Baard Street, former Schoeman.

FOR ATTENTION : Ms N Maseko/ Ms T Sibu

CLOSING DATE : 23 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 drivers licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POST

POST 45/21 : DEPUTY DIRECTOR: MARKETING REF NO: DMR/18/0060
This is a re-advert, candidates who previously applied must re-apply.

SALARY : R697 011 per annum (Level 11)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three year qualification in Communications/Marketing and Events Management coupled with relevant experience; Plus the following key competencies: Knowledge: Events Management practices, Government procurement processes, financial processes, advertising and branding knowledge; understanding of government branding and marketing protocols. Policy development strategic planning and project management; Skills: Communication skills (verbal and written) Management and organisational skills, computer skills, creativity and innovation, interpersonal skills, analytical skills, organising and co-ordination, facilitation and implementation, well developed interpersonal relationships at all levels. Problem solving and analysis, strategic capability, policy development and implementation; Communication: information evaluation, decision-making and creative thinking.

DUTIES : Plan internal and external departmental events, coordinate external and bigger departmental events. Render administrative support at events, coordinate protocol arrangements at events, calculate cost of external and bigger departmental events. Advise and liaise with clients on event management. Implement advertising, marketing and branding strategies, ensure compliance with branding of events and publications, distribute advertising and marketing material and maintain departmental notice boards. Administer the budget and disbursement of funds for events, campaigns, exhibitions, provide advise and guidance on the interpretation and application of the department’s communication strategy and policies pertaining to marketing.

ENQUIRIES : Ms A Shezi 012 444 3075

NOTE : Coloureds, Indians a well as people with disabilities are encouraged to apply.
The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

APPLICATIONS: Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned below. No late applications will be accepted.

CLOSING DATE: 23 November 2018 at 12:00

NOTE: Applications should be accompanied by a comprehensive CV and originally certified copies of Z83 (non-negotiable), qualifications and ID. 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. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. The National Treasury reserves the right not to fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 45/22: DIRECTOR: MFMA IMPLEMENTATION REF NO: S065/2018
Purpose: Coordinate, support, monitor and report on compliance with the implementation of the Municipal Finance Management Act (MFMA) in municipalities and municipal entities, developing solutions to address weaknesses and gaps identified through Financial Management Capability and external reports, contribute to the issuance of regulations, guidelines and best practices and advising the department, provinces and municipalities on its roles and responsibilities.

Division: Office of the Accountant-General (OAG)

SALARY: R1 005 063 per annum (all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A minimum Degree in Economics or Accounting or Financial Management or Law or Public Administration as recognised by SAQA, At least 5 years’ experience at a middle management level (Deputy Director) obtained in financial management, Knowledge of local or provincial government with experience in a medium to large private sector institution is essential, Experience in interpreting of legislation, Knowledge and good understanding of the MFMA and other local government legislation, Project management on a medium to large scale.

DUTIES: MFMA Implementation: Develop and/or propose policies in alignment with MFMA Act, Promote compliance and implementation of the MFMA, Provide oversight on implementation of policies and procedures in the management of financial and non-financial performance information, Promote improvements in financial management in municipalities and municipal entities, Conduct research into best practices on financial management, Implement effective financial management reforms in municipalities and municipal entities, Contribute towards development of sustainable financial management practices Monitoring and Reporting: Monitoring compliance and reporting on implementation with the MFMA by all municipalities and municipal entities and recommend areas for reform improvements either through MFMA Circulars, Guidelines Regulations or amendments Act or any other legislation impacting financial management in municipalities Develop and update monitoring tools and benchmarks, Prepare quarterly and annual MFMA Compliance reports and dashboards detailing levels of compliance with the MFMA at a provincial and national level, Prepare other reports/ memos w.r.t. MFMA related matters as and when required, Monitor the implementation of resolutions by key stakeholders to enhance financial
management in municipalities and municipal entities to address challenges, Undertake financial management maturity assessments, conduct financial ratio analysis and perform any other analysis relating to the MFMA and communicate results effectively to internal and external stakeholders, Develop and implement strategies to address weaknesses identified in the assessments and analysis to improve sound financial management in municipalities and municipal entities, Respond to parliamentary questions and other queries w.r.t. MFMA related matters, Assist in the review of FMG support plans and monitor the implementation thereof, Provide inputs and comments to any other related reports and documents w.r.t. MFMA related matters MFMA Capacity Building: Assist in building capacity in financial management in cooperation with other role players, Provide support and capacity building on the MFMA and its supporting regulations to both internal and external stakeholders Coordination: Lead and contribute towards coordination of MFMA activities in support of implementation, Coordinate and develop stakeholder engagements to enhance effective and sustainable stakeholder relations. Convene, engage and participate at various meetings/forums to promote, monitor and support the implementation of the MFMA, Coordinate and participate in MFMA related training workshops, Coordinate internal and external activities required to administer, guide, support, monitor and report on the MFMA, Coordinate the implementation and management of projects relating to the MFMA.

ENQUIRIES: Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS: National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.oag@treasury.gov.za. Please state reference number and title of position on the subject line of the email.

OTHER POSTS

POST 45/23: DEPUTY DIRECTOR: POLICY DEVELOPMENT AND INTERNAL CONTROL
REF NO: S070/2018
Purpose: Manage and oversee the internal control functions as identified in the Public Finance Management Act, 1999 and the Treasury Regulations so to ensure sound financial management of the National Treasury.
Division: Corporate Services (CS)

SALARY: R697 011 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A Degree in Financial Management/ Accounting (NQF7) or an equivalent tertiary qualification in a recognised accounting field as recognised by SAQA, A minimum 4 years’ experience obtained in an accounting and related environment with specific reference to internal control and risk management, Knowledge and experience of supervisory capabilities within a team set-up, Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other relevant legislation, Preparation, interpretation and analysis of Annual Financial Statements (AFS), Completed accounting/auditing articles with a recognised institution will be an added advantage.

DUTIES: Enhance organisational culture and performance: Prepare and submit accurate mid-year and annual financial statements, Develop and monitor the implementation of financial management policies, prescripts and procedures are documented and updated, Monitor compliance with governance framework to ensure conformity, Monitor the entity databases on financial systems in accordance with the relevant prescripts, Monitor periodical reviews pertaining to departmental losses, Verify and monitor Transversal Systems outputs for conformity with SCoA, Monitor and confirm budget manager’s specimen signature and delegations, Coordinate timely, accurate and complete responses to external and internal auditors.

ENQUIRIES: Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS: National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za, please state reference number and title of position on the subject line of the email.
POST 45/24: MANAGER: PERFORMANCE AND RISK REF NO: S066/2018
Purpose: Build capacity in the development and implementation of risks and compliance performance measurements within the broader National Treasury environment.
Division: Corporate Services (CS)

SALARY: R697 011 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A National Diploma/ Degree in Logistics, Risk and Performance or related qualification as recognised by SAQA, A minimum 4 years' experience in Supply Chain, Governance, Risk and Performance Management, Knowledge of Procurement and Financial systems, Knowledge and experience of policy and procedures of the wider Procurement environment or related.

DUTIES: Develop Risk Management Plan: Develop and implement a Supply Chain Management Risk Plan for business, Identify areas of risks within the operations of SCM and stakeholders and advice on corrective actions measurements for implementation, Define risk tolerance levels within business and recommend remedial actions, Maintain the risk register and consult business on areas of concern, Assess the tracking of risk and its compliance to policy and procedures
Stakeholder Engagement: Initiate a SCM enhancement process by escalate relevant information process flow to stakeholders, Compile key performance indicators in the tracking of improved service delivery, Monitor supplier and stakeholder performance in compliance with set processes and procedures, Provide a platform for research and benchmark in accordance with SCM policies and procedures, the PFMA and Treasury Regulations and the Government's broader policy focus, Identify risks and performance outputs and implement processes and procedures to mitigate these factors Performance Valuation of Suppliers: Monitor and evaluate stakeholder performance against pre-determined SLA's, Assess the validity of supplier performance pertaining to set contractual obligations, Gather and analyse the performance of stakeholders and compare information against expected outputs, Initiate change management initiatives impact on stakeholder commitments and validate its success in business, Implement relevant SCM policies and procedures and generate guidelines for application in business.

ENQUIRIES: Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS: National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za, please state reference number and title of position on the subject line of the email

POST 45/25: ASSISTANT MANAGER: BIDS MANAGEMENT REF NO: S067/2018
Purpose: Provide assistance with the administration and logistics of Bids Management in the Supply Chain Management environment in compliance with prescribed and procedures.
Division: Corporate Services Division (CS)

SALARY: R356 289 per annum (Excluding benefits)
CENTRE: Pretoria
REQUIREMENTS: A National Diploma in Logistics/ Procurement is required as recognised by SAQA, A minimum 3 years' experience in a Procurement/ Supply Chain environment, Knowledge and experience of Bids Management, Knowledge and experience of the Supply Chain Framework, policies and procedures.

DUTIES: Compliance to Bids prescribes and procedures: Provide a platform for Bids management in compliance with prescribes and procedures, Verify specifications/terms of references and evaluation criteria in the quality assurance of documents before placement of bids for advertising in the government tender bulletin, Develop a project plan on committed goods and services to track user's deadlines on requests submitted, Compile memos for Bids adjudication committee and for DG’s approval, Manage the submission of correct information for publication in media, Initiate and oversee the invitation process and evaluation of request for proposals from R30 000 and above in terms of the PPPFA, Submit documents of suppliers of companies for verification and screening, Establish pre-qualification process after closing of the bids in line with the special conditions of contract and invite Bid
Evaluation Meetings with relevant users, Attend Sub–bid Committee meetings to guide and provide advice on stakeholders on the procedures as outlined in SCM Policy, PFMA Treasury Regulations, PPFPA and Practice Notes from pertaining to the National Treasury Contract Management Advice: Monitor, facilitate the finalisation of contract/ SLA in consultation with Legal Services, Prepare and issue letters to successful and unsuccessful bidders Communication to stakeholders: Develop processes pertaining to bids management information session to make stakeholders aware of the latest developments in the Bids Management environment, Conduct briefing sessions with all perspective bidders as pertaining to bids specification and documents, Conduct specification sessions for completion of Terms of reference.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za. Please state reference number and title of position on the subject line of the email

POST 45/26 : ASSISTANT MANAGER: SOURCING REF NO: S068/2018
Purpose: Support the strategic sourcing process by gather relevant data, analyse category of goods, suppliers on spend breakdowns and contract administration.
Division: Corporate Services Division (CS)

SALARY : R356 289 per annum (Excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A minimum National Diploma/ Degree in Public Administration, or Business Management or Supply Chain Management as recognised by SAQA, A minimum 3 years' experience in the procurement environment especially in the process of Sourcing, Knowledge of Supply Chain Framework, policy and procedures.
DUTIES : Assistance with Strategic Sourcing: Initiate the collection and analyses of sourcing and category data for the National Treasury, Assist in the development and implementation of sourcing strategies, Contribute to data collection and analysis of category of suppliers, Identify industry fragmentation and key suppliers, Identify appropriate financial indices for classification of suppliers and goods, Assist in developing financial basis for negotiation with stakeholders Research and Market Analyses: Research and analyse market and industry data for identification of business gaps and opportunities for expansion, Identify industry trends through benchmarking and research of best practices with other Departments and the broader business, Consult stakeholders and determine the different comparable supplier specific service offerings and requirements based on the broader National business plans, Conduct expenditure analyses and benchmarks on current and future price indexes, Define current and potential supply basis and identify future entrants in the market place Bids and Demand Management: Consolidate demand plans across categories, Co-ordinate the bids and quotations management process with the National Treasury and report on discrepancies, Conduct a contract administration process for the sourcing of Bids and Demand Management, Conduct RFX/ Auction and develop request for proposal Improved Sourcing: Develop, implement and monitor performance measures signifying value and prompt supplier response, Develop, track and report savings, spending compliances and variances, and escalate feedback to stakeholders.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za. Please state reference number and title of position on the subject line of the email

POST 45/27 : FINANCIAL ANALYST: PUBLIC ENTITIES OVERSIGHT UNIT REF NO: S071/2018
Purpose: Assist in exercising oversight over Schedule 3A public entities reporting to the Minister of Finance by evaluating and monitoring performance as well as to ensuring compliance with legislative requirements.
Division: Corporate Services Division (CS)

SALARY : R356 289 per annum (Excluding benefits)
CENTRE : Pretoria
REQUIREMENTS: A minimum Degree in Accounting or Finance as recognised by SAQA, A minimum of 3 years' working experience in financial analysis, Knowledge and experience in dealing with Public Entities, Report writing, Knowledge of PFMA and Treasury Regulations, Adequate stakeholder management experience, Knowledge of corporate governance including King IV report.

DUTIES: Review Corporate Governance and monitor implementation in compliance with the National Treasury Reporting and Governance Frameworks, and the PFMA: Assist with the facilitation of appointments and re-appointments of board members, Ensure compliance with PFMA and Treasury Regulations by public entities, Financial Analysis and reporting and due diligence: Assist with the evaluation of Strategic Plans; Annual Performance Plans to establish performance indicators for public entities, Prepare monthly and quarterly reports on public entities expenditures, Assist with the monitoring of financial management and performance for public entities in terms of PFMA and Treasury Regulation, Assist with the review of annual reports of public entities, Analyses and update annual budget information of Public Entities: Update the MTEF/AENE/ENE budget databases for all public entities reporting to Minister and ensure correctness and accuracy of information, Facilitate public entities funding requests and related applications that are being made in terms of PFMA, Prepare submission to Chief Financial Officer on retention of surpluses and reporting on non-compliance with the PFMA Internal and external communication: Assist the facilitation of information on budget guidelines to entities and also PFMA compliance, Liaise and collaborate with team members and management to resolve issues and constraints.

ENQUIRIES: Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS: National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.cs@treasury.gov.za. Please state reference number and title of position on the subject line of the email
ANNEXURE N

DEPARTMENT OF PUBLIC WORKS

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

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

FOR ATTENTION: Ms NP Mudau

CLOSING DATE: 23 November 2018 at 16h00

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

MANAGEMENT ECHELON

POST 45/29: DIRECTOR: CHEMICAL, WATER CARE & HYDROLOGY REF NO: 2018/207

Re-Advertisement (Those who applied previously are encouraged to reapply)

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

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF level 7) in B-Tech: Water Care or B.Sc. Honours: Water Utilisation or Water Utilisation Engineering or related qualification and five (5) years relevant experience at a middle/senior management level. Compulsory Professional Registration with Professional Natural Scientists (Water Resources) Knowledge: Water Act, Water Services Act, National Environmental Management Act, Environmental Conservation Act; Public Finance Management Act; Occupational Health and Safety Act; General built environment; Technical knowledge of the civil engineering industry; SANS codes of practice for civil engineering projects; Best practices within the Water Management. Skills: Ability to undertake critical review/analysis and provide technical advice. Ability to maintain integrity of confidential information, Financial administration, Computer literacy, Programme and project management, A valid Drivers’ license; Must be prepared to travel.

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

ENQUIRIES: Mr B Mokhotu Tel No: 012 406 1995
ANNEXURE O

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: 23 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

ERRATUM: Kindly note that the post of Director General with Ref No: 3/2/1/2018/413 advertised in Public Service Vacancy Circular 44 dated 02 November 2018 has been withdrawn. The Department apologises for any inconvenience caused.

OTHER POSTS


Directorate: Operational Management

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

CENTRE: Mpumalanga (Witbank)

REQUIREMENTS: Bachelor's Degree / National Diploma in Law/Humanities / Economics / Development Studies. 3 - 5 years' appropriate working experience. Experience in research management and implementation. Job related knowledge: Understanding of and experience in land reform (in particular restitution) and/or development related issues, Implementation of the Public Finance Management Act and Division of Revenue Act, Financial Management and Administration System. Job related skills: Strategic Planning, General Management, Operational Planning, Project Management, Communication (verbal and written), Computer Literacy. A valid driver's licence is compulsory. Willingness to undertake field's trips entailing long distance and working irregular hours.

DUTIES: Manage the investigation of lodged land claims. Manage literature review, oral research, archival research, deeds research, in loco inspection, Compilation of research reports, Gazetting. Manage the verification of validated claims. Determination of originally dispossessed households, creating a committee of elders, compiles a family tree, produce verification reports. Manage the negotiation
and settlement of land claim. Determine willing sellers, create enabling environment for valuer’s to determine values of farms, conduct valuation analysis, organise negotiation meetings, implement accepted offers, compile S42D and submit. Manage the engagement with stakeholders. Organise meetings with claimants, land owners, other government departments. Address stakeholders concerns immediately and manage the responses to all enquiries.

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

POST 45/31
DEPUTY DIRECTOR: COMMUNICATIONS REF NO: 3/2/1/2018/452
Chief Directorate: Restitution Management Support

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

CENTRE
Pretoria

REQUIREMENTS
Bachelor’s Degree / National Diploma in Communication / Journalism / Media studies. 3 - 5 years’ experience at Assistant Director Level in the communication environment. Job related knowledge: Provincial and government communication environment including Government Policies and key priorities, Understanding of the South African Media Landscape and Operations. Job related skills: Excellent proven research, writing and editing, Project Management methodologies and techniques, Development and execution of communication strategies, including monitoring and evaluation, Event Management, including conceptualisation and management coordination, Financial and Human Resource Management, Computer literacy. A valid driver’s licence.

DUTIES
Render corporate and development communication services. Manage the profiling through articles in the internal publications and the mass media platforms. Profile the Restitution Projects to showcase work done by the Commission through articles in the internal and external publications including the media. Raise awareness on Projects, Policies and other services rendered by the Commissions. Oversee the uploading of quality content on the Departmental and Commissions webpage. Coordinate the development of fact sheets and frequently asked questions and answers for the Restitution Programme and activities. Coordinate the production of the monthly electronic newsletter for the Commission. Render marketing services. Co-ordinate the promotion of the Commission image through the management of content for the website, publications, the production of branding material, and exhibition events. Manage media production services. Coordinate interaction with the media including media interviews, media briefing sessions and issuing of media statements for the Chief Land Claims Commissioner (CLCC) on the re-opening of the lodgement of land claims across national media platforms. Manage media services. Manage the reputation of the Commission on Restitution of Land Rights (CRLR) as a brand online by responding to enquiries, post and comments on the various social media outlets / platforms. Build social media audience through an integrated marketing campaign. Render language services. Coordinate translation service for various promotional material of the CRLR such as brochures etc. Coordinate interpreting services for the stakeholders and beneficiaries of the CRLR.

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 females and persons with disabilities are encouraged to apply.

POST 45/32
DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2018/453
Directorate: Programme Management and Administrative Support Services

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

CENTRE
Pretoria

**DUTIES**: Manage budget control and compliance services. Monitoring and manage the annual expenditure of the program. Ordinate financial analysis. Manage restitution projects budgets, expenditure and financial records.

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

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

**POST 45/33**: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 3/2/1/2018/454
Directorate: Programme Management and Administrative Support Services

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

**CENTRE**: Pretoria


**DUTIES**: Ensure an updated Demand Management and Procurement Plan. Manage the inputs and consolidation of the Demand Management and Procurement Plan. Manage the review and implementation of the Demand Management Plan (DMP). Manage the acquisition of goods and services. Ensure that goods and services are procures in line with the DMP. Manage the bid process in line with prescriptions and Policies. Manage the logistics process. Ensure that the procurement system is correctly implemented and managed. Manage the appointment process. Manage and control contract management. Ensure that invoices are paid within 30 days. Manage reporting as per Policy requirements. Ensure the implementation of Assets Management Policies and Systems. Updated Policies are circulated and implemented. Manage and control the asset of the Restitution National Office. Manage the auxiliary functions in the National Office. Manage transport for the National office.

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

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

**POST 45/34**: DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 3/2/1/2018/455
Directorate: Quality Assurance

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

**CENTRE**: Pretoria

**REQUIREMENTS**: Bachelor’s Degree / National Diploma in Quality Management / Public Administration / Financial Management or internal Auditing. 3 years’ experience at supervisory level in quality management environment. Job related knowledge:

**DUTIES:**
Provide quality assurance with regard to content, compliance, completeness and accuracy of submissions on land claims by setting and implementation standards as well as reviewing files. Check completeness of information on 42D and 42E submissions. Coordinate preparations for the tabling of submissions to the quality Control Committee or any other approval structure. Provide support and training to Regional Office on Quality Assurance. Implement project management methodology for the management of land claims. Coordinate valuation request between Regional Offices and the Office of the Valuer General (OVG). Vet land purchase and financial compensation offers. Prepare weekly, monthly and quarterly reports on submissions, valuation request and offers. Produce required management reports. Ensure effective and efficient risk management and implementation of internal legal and financial controls. Contributes to the compilation of Risk Register. Contribute to the compilation of Fraud Registers. Check compliance to Policy and financial prescripts. Report irregularities within the provided Policy prescripts. Formulate creative and innovative solutions to enhance cost effectiveness and efficiency in service delivery. Implement and manage a monitoring and accountable system for valuation request. Valuation reports received from Office of the Valuer General (OVG), land purchase and financial compensation offers. Develop, implement and manage a system for queries on land claims settlement submissions. Provide assistance in the prevention of unauthorised, irregular and fruitless expenditure. Develop and manage the implementation of system, procedures and controls. Double check verification lists against the list in order to eliminate duplicates. Verify financial calculations on submissions.

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

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

**POST 45/35:**
DEPUTY DIRECTOR: RURAL ENTERPRISE AND INDUSTRIAL DEVELOPMENT REF NO: 3/2/1/2018/456
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:**
Northern Cape (Pixley Ka Seme District)

**REQUIREMENTS:**
Bachelor Degree / National Diploma in Social Sciences / Economics or equivalent qualification. 3 - 5 years’ in the middle management environment. Job related knowledge: Enterprise Development, Research Management, Local and Provincial Government, Understand and interpret strategic documents, Integrated Development Plans, Poverty Reduction Strategies, Policy Development, Sector Development. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management, Ability to draft Terms of Reference for key programs or project that are being initiated, Stakeholder Development, Networking with key and relevant strategic partners, Innovation, Manage Service Providers. A valid driver’s licence. Willingness to travel.

**DUTIES:**
Reduce Household poverty in accordance with Comprehensive Rural Development Programme (CRDP). Facilitate the development of rural enterprises and industries. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperatives and provide support. Promote rural businesses development and facilitate rural development financing.
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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 45/36: SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2018/457
Directorate: Support Services

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

CENTRE: Free State (Bloemfontein)

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’s Relations, Communication, Computer Literacy, Managerial. A valid driver’s licence. Preparedness to travel.

DUTIES: Manage all illegal matters emanating from the various staff and line functions. Compile Memorandum of Understanding’s, Service Level Agreement’s and institutions partnerships with Service Providers, Municipalities and other internal and external stakeholders. Provide advice, opinions, engage and compile contract, agreements, correspondences 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 Services, 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 client, internal/external party. Assist Human Resource with Labour Relations matters. Draft charge sheets in misconducts cases. Represent the Provincial Shared Service Centre in disciplinary hearings, conciliations and arbitration.

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

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

POST 45/37: PROJECT COORDINATOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE REF NO: 3/2/1/2018/458
Directorate: Rural Enterprise and Industrial Development

SALARY: R444 693 per annum (Level 10)

CENTRE: Northern Cape (Pixley Ka Seme District)


DUTIES: Manage small business marketing and trade development. Facilitate market linkages. Manage small business research and technology development. Facilitate access to market intelligence and information and linkages to other stakeholders. Manage small business education and skills training. Provide skills development to small business and ensuring compliance to small business. Manage small business development finance. Facilitate access to finance for small business. Provide liaison with District and Local Municipalities. Facilitate compliance with cooperative Legislation and Policy. Identify, facilitate establishment and registration of primary cooperatives. Facilitate social cooperatives (burials societies, consumer and savings cooperatives) Provide skills development and support to cooperativeness. Receive referrals from knowledge unit.
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 Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 45/38: PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2018/459
Directorate: Tenure Reform Implementation

SALARY: R444 693 per annum (Level 10)
CENTRE: Eastern Cape (Amathole)

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 P O Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

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

POST 45/39: ASSISTANT DIRECTOR: ADMINISTRATION SUPPORT REF NO: 3/2/1/2018/460
Directorate: Rural Enterprise and Industrial Development

SALARY: R356 289 per annum (Level 09)
CENTRE: Eastern Cape (East London)

DUTIES: Provide administrative support services. Coordinate and manage Ministerial, DG and Hotline enquiries in the Province. Manage incoming and outgoing communication with Chief Directorate. Liaise with the Senior Managers, District Managers and monitoring and evaluation officials within the Province regarding
service delivery coordination and performance. Manage travel arrangements within the Directorate. Compile Provincial reports on performance on a monthly, quarterly basis and as and when required. Represent the Chief Director in certain meetings as required. Provide secretarial support services. Manage and monitor meetings of the Chief Directorate (before, during and after). Ensure proper records management of meetings documentation. Provide supply chain management support services. Compile and execute Demand Management Plan of Directorate. Compile and execute procurement plan of the Directorate. Ensure procurement of Goods and Services for the Directorate. Manage commitments (LOGIS) effectively. Safeguard assets. Ensure compliance with internal financial and supply chain management Policies. Comply with Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Ensure payment of invoices of the Chief Directorate within 30 days. Provide human resources administrative support services. Coordinate performance management (PA submission, Performance Review Schedule and liaising with the National Office HRM) activities for senior management in the Chief Directorate. Maintain accurate leave record. Liaise with the provincial HR to ensure that the Policies and procedures including recruitment plans are adhered to.

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

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

POST 45/40:
ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2018/461
Directorate: Support Services

SALARY:
R356 289 per annum (Level 09)

CENTRE:
Eastern Cape (Chris Hani/Ukhahlamba)

REQUIREMENTS:

DUTIES:
Provide administrative support services. Coordinate and manage Ministerial, Director General and Hotline enquiries in the Province. Manage incoming and outgoing communication with Chief Directorates. Liaise with the Senior Managers, District Managers and monitoring and evaluation officials within the Province regarding service delivery coordination and performance. Manage travel arrangements within the Chief Directorate. Compile Provincial reports on performance on a monthly, quarterly basis and as and when required, represent the Chief Director in certain meetings as required. Manage messenger services. Provide secretarial support services. Develop the Provincial Year Planner in line with Departmental calendar and monitor adherence thereto. Manage and monitor meetings of the Chief Directorate before, during and after. Ensure proper records management of meetings documentation. Provide supply chain management support services. Compile and execute Demand Management Plan of Chief Directorate. Compile and Execute Procurement Plan of the Chief Directorate. Ensure procurement of goods and services for the Chief Directorate. Manage commitments (LOGIS) effectively. Safeguard asset. Ensure compliance with internal financial and supply chain management Policies. Comply with Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Ensure payment of invoices of the Chief Directorate within 30 days. Provide human resources administrative support services. Coordinate performance management (Performance Agreement submission, Performance
review schedule and liaising with the National Office Human Resource Management) activities for senior management in the Chief Directorate. Maintain accurate leave record. Liaise with the Provincial Human Resource to ensure that the Policies and procedures including recruitment plans are adhered to.

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

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

POST 45/41
ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: 3/2/1/2018/462
Directorate: Support Services

SALARY
R356 289 per annum (Level 09)

CENTRE
Free State (Bloemfontein)

REQUIREMENTS

DUTIES
Render media liaison and surveillance services for the Provincial Office. Build and maintain good relations with the Provincial, local and community media and keep an up to date comprehensive media database. Render support in the development and execution of media strategy, database and implementation plan of the Province. Prepare and distribute media invitations, media statements and opinions pieces to generate positive publicity for Departmental programmes and activities in the Province. Coordinate attendance and participation of media during Departmental events in the Province. Coordinate media tours, media briefing and media interviews to promote positive publicity on Departmental programmes and activities in the province. Keep track daily media coverage of Departmental issues and facilitate appropriate intervention where necessary. Facilitate responses to media enquiries in consultation with Departmental Branch officials in the Province. Profile the Department’s programmes and activities through corporate publications and mass media. Research and write articles and opinions pieces to profile the Department’s programmes and activities through the internal and external Departmental publications and the mass media. Generate won story ideas and interview key stakeholders to produce good quality article the Department’s programmes. Coordinate the content development and production of communication and marketing related information material for the Provincial Office.

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

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

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.

APPLICATIONS : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretonus Street
FOR ATTENTION : Ms E Steenkamp
CLOSING DATE : 23 November 2018
NOTE : Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. 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. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 45/42 : DEPUTY DIRECTOR-GENERAL: CORPORATE SUPPORT SERVICES REF NO: M2/2018
Branch: Corporate Support Services

SALARY : R1 446 378 per annum. This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE REQUIREMENTS : HSRC Building, Pretoria
An appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA PLUS a minimum of 8 to 10 years’ experience at senior management level. Knowledge of the: i) relevant Public Service legislation; ii) Treasury Regulations; iii) public management and administration principles; Public Finance Management Act; iv) White Paper on Transformation of Public Service; v) MACRO, MISO &MICRO policies such as DORA, MTDF, NDP, MTEF, MISS, OHS, PIA, PAPA, NCSA, PDA, PCCA,CAPPV, Private Security Industry Regulations Act etc; vi) Public Service Act and Regulations; vii) financial prescripts of the Public Service, costing methodologies and performance measurement; viii) Public Service Statutory Framework; ix) MISS and MPSS; and x) OHS. Track record in preparation and management of strategic plans, business plans and budgeting. Competencies

**DUTIES**

Ensure the preparation and alignment of the Branch’s APP, Operational Plans to the strategic objectives of the department. Provide leadership in the development and implementation of policies and strategies relating to corporate support functional areas. Oversee the provision of information management systems technology services. Oversee the provision of human resource management services. Oversee the provision of internal and external communication services. Oversee the provision of legal services. Oversee the provision of auxiliary services. Provide strategic advice and guidance to social development sector and participate in various fora in relation to corporate support matters. Ensure effective promotion and practice of good corporate governance and compliance pertaining to financial policies, legislations and regulations.

**ENQUIRIES**

Mr D Chinappan Tel No: (012) 312-7504
DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

APPLICATIONS: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.

FOR ATTENTION: Ms L Motlhala

CLOSING DATE: 23 November 2018

NOTE: The successful candidate’s appointment will be subject to a 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 and certified ID, copies of 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. 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 45/43: ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2018/11

(12 months Contract)

SALARY: R356 289 per annum (Level 09) (All-inclusive remuneration package) plus 37% in lieu of benefits.

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification in Internal Auditing plus 3-5 years’ experience in an Internal Auditing environment. Generic competencies: Service delivery innovation, problem solving and analysis, client orientation and customer focus, computer literacy, communication. Technical competencies: Operational and performance audits, risk management and auditing practices, the Public Finance Management Act, development of policies.

DUTIES: The successful candidate will perform the following duties: Provide inputs and implement operational, strategic plans, policies, procedures and internal audit methodology, conduct audits and investigations for the Department as required by the audit standards, draft and discuss the audit findings with the supervisor and management, follow-up on internal audits recommended for management actions.

ENQUIRIES: Mr JJ Appel Tel No: (012) 334-4974
PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

OTHER POSTS

POST 45/44 : HEAD CLINICAL UNIT (MEDICAL) GR 1–(ONCOLOGY) REF NO: GS 63/18
Component – Oncology

SALARY : R1 643 352 - R1 744 191 per annum (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form annually.

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS : MBChB or equivalent, FCRadOnc (SA) and / or MMED Current Registration with HPCSA as a Specialist Oncologist. A minimum of 3 years’ experience after registration with HPCSA as Specialist Oncologist. Knowledge, Skills and Experience: Sound knowledge in both medical and radiation oncology. Knowledge of legislative prescripts governing the public service, including the PFMA, National Health Act, Annual Performance Plan, National Strategic Plan, SDGs, etc. Human resources management, financial management and general administrative skills. Control and monitoring of budget and expenditure. Strategic management capability and leadership skills. Project management; time management; meeting tight deadlines. Computer literacy in MS Outlook, Excel, Word and PowerPoint. Problem solving; change management; managing resistance to change; interpersonal skills. Good administrative, clinical decision-making and communication skills. Report writing, business and operational planning, presentation skills, public speaking, chairing meetings. Teaching and training skills; supervising postgraduate training and research, including registrars / MMed students; research skills including the ethical and academic aspects of research. Awareness of cross-cultural differences.

DUTIES : The incumbent will serve as the Head of Department of Oncology at Grey’s Hospital. Effectively and efficiently planning, organizing, leading and control of all clinical and administrative aspects of the Department. Provide vision, strategic direction and inspire and motivate employees to deliver excellent, quality health services. Compile medium and long term business plan for the Department, and implement fiscal control measures on an ongoing basis. Ensure provisioning of a 24-hour service in Oncology. Render efficient and cost-effective Oncology services to patients managed by Grey’s Hospital, including striving towards acceptable patient waiting times for Oncology clinic appointments, radiotherapy and chemotherapy. Strengthen and ensure continuous clinical governance for Oncology services. Ensure the upkeep of and rational use of resources (including laboratory investigations, medication, consumables and equipment). Manage the performance of allocated human resources. Plan and provide training of staff including Nurses, Clinical Support Personnel, Medical Officers, Interns and undergraduate and postgraduate Medical Students and also stimulate, supervise and support relevant research, clinical trials and CPD activities. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct (combined or separate) out-patient specialist clinics and provide expert opinion where required. Ensure that working environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff are aware and adhere to protocols. Provide measures and guidance on quality assurance to comply with set quality standards. Maintain up-to-date patient database, patient throughput statistics and statistics on key indicators, including backlogs, waiting times, etc.; registration and reporting of cancers. Managing and resolving patient complaints. Strengthen partnership with relevant stakeholders i.e. other tertiary hospitals i.e. IALCH, Addington, UKZN,
referring hospitals, NGOs, NPOs, community members, etc. Improve management of referrals to and from the Oncology Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Promote community-orientated services such as cancer screening and health awareness.

ENQUIRIES: Dr L. Naidoo Tel No: 033 897 3317
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION: Mrs. M. Chandulal
NOTE: Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificates – not copies of copies c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 63/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE: 23 November 2018
POST 45/45: HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 87/2018
Emergency Medicine Unit

SALARY: R1 643 352 All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE: Ngwelezana Tertiary Hospital
REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Emergency Medicine, A minimum of 3 years’ appropriate experience as a Medical Specialist in Emergency Medicine after registration with the HPCSA as a Medical Specialist in Emergency Medicine, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.

DUTIES: Deputize the Head Clinical Department of Emergency Medical Unit. Participate in the co-ordinate of Emergency Medical services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervisee allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all
times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislates, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES
Dr SR Garach Tel No: 082 495 0135

APPLICATIONS
Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION
Mr MTR Nzuza

NOTE
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE
23 November 2018 (Late applications will not be accepted)

POST 45/46
HEAD CLINICAL UNIT: RADIOLOGY REF NO: HCU/01/2018

SALARY
R1 643 352 per annum

CENTRE
Addington Hospital: KwaZulu-Natal

REQUIREMENTS
MBChB Degree, Registration certificate with the Health Professions Council as a Specialist-Radiology, Annual fees registration renewal with HPCSA 2018/2019, Three (3) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in Radiology. Certificates of service proving at least three (3) years’ experience as a Specialist in Radiology. Knowledge, Skills Training and Competencies Required: Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Extensive appropriate experience in all aspects of imaging, teaching and research. Financial management and Human Resource Management. Conflict resolution and problem-solving skills. Cross cultural awareness. A concern for excellence. Presentation skills. Sound teaching and Supervisory skills. Ability to function in a multi-disciplinary team. Quality awareness.

DUTIES
Overall chargership of the Department of Radiology at Addington. Maintain satisfactory clinical, professional and ethical standards related to these services. Ensure effective and efficient specialist regional level services within the scope of acceptable and up-to-date practices in order to contribute to optimal health care. Supervision of and effective utilization of medical staff. Responsible for training of Registrars and provide ongoing staff development in accordance with individual and department needs. Conduct, assist in, and stimulate appropriate research Participation in the undergraduate and postgraduate departmental teaching programme. Facilitate outreach programmes. The performance of commuted overtime is a requirement. Ensure that an optimal Radiological and Mammographic service is provided in a cost effective manner. Develop management protocols, policies and SOPs for the department. Organize, prepare and chair
interdepartmental clinical radiology meetings. Provide optimal outpatient and inpatient clinical services and referral services with excellence in related interventional procedures. Conduct and participate in quality improvement imperatives including audits (morbidity and mortality reporting and reviews, clinical documentation audits etc.) and CPD activities.

ENQUIRIES
Dr A Aron Tel No: 031 327 2570

APPLICATIONS
All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 23, Human Resource Department, 1st Floor, Addington Hospital.

NOTE
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE
23 November 2018

POST 45/47
HEAD CLINICAL UNIT (MEDICAL) GR 1–(ONCOLOGY) REF NO: GS 63/18
Component – Oncology

SALARY
R1 643 352 - R1 744 191 per annum (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form annually.

CENTRE
Greys Hospital, Pietermaritzburg

REQUIREMENTS
MBChB or equivalent, FCRadOnc (SA) and / or MMED Current Registration with HPCSA as a Specialist Oncologist. A minimum of 3 years’ experience after registration with HPCSA as Specialist Oncologist. Knowledge, Skills and Experience: Sound knowledge in both medical and radiation oncology. Knowledge of legislative prescripts governing the public service, including the PFMA, National Health Act, Annual Performance Plan, National Strategic Plan, SDGs, etc. Human resources management, financial management and general administrative skills. Control and monitoring of budget and expenditure. Strategic management capability and leadership skills. Project management; time management; meeting tight deadlines. Computer literacy in MS Outlook, Excel, Word and PowerPoint. Problem solving; change management; managing resistance to change; interpersonal skills. Good administrative, clinical decision-making and communication skills. Report writing, business and operational planning, presentation skills, public speaking, chairing meetings. Teaching and training skills; supervising postgraduate training and research, including registrars / MMed students; research skills including the ethical and academic aspects of research. Awareness of cross-cultural differences.

DUTIES
The incumbent will serve as the Head of Department of Oncology at Grey’s Hospital. Effectively and efficiently planning, organizing, leading and control of all clinical and administrative aspects of the Department. Provide vision, strategic direction and inspire and motivate employees to deliver excellent, quality health services. Compile medium and long term business plan for the Department, and implement fiscal control measures on an ongoing basis. Ensure provisioning of a 24-hour service in Oncology. Render efficient and cost-effective Oncology services to patients managed by Grey’s Hospital, including striving towards acceptable patient waiting times for Oncology clinic appointments, radiotherapy and chemotherapy. Strengthen and ensure continuous clinical governance for
Oncology services. Ensure the upkeep of and rational use of resources (including laboratory investigations, medication, consumables and equipment). Manage the performance of allocated human resources. Plan and provide training of staff including Nurses, Clinical Support Personnel, Medical Officers, Interns and undergraduate and postgraduate Medical Students and also stimulate, supervise and support relevant research, clinical trials and CPD activities. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct (combined or separate) out-patient specialist clinics and provide expert opinion where required. Ensure that working environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff are aware and adhere to protocols. Provide measures and guidance on quality assurance to comply with set quality standards. Maintain up-to-date patient database, patient throughput statistics and statistics on key indicators, including backlogs, waiting times, etc.; registration and reporting of cancers. Managing and resolving patient complaints. Strengthen partnership with relevant stakeholders i.e. other tertiary hospitals i.e. IALCH, Addington, UKZN, referring hospitals, NGOs, NPOs, community members, etc. Improve management of referrals to and from the Oncology Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Promote community-orientated services such as cancer screening and health awareness.

ENQUIRIES
Dr L. Naidoo Tel No: 033 897 3317

APPLICATIONS
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200

FOR ATTENTION
Mrs. M. Chandulal

NOTE
Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 64/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE
23 November 2018

POST 45/48
MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 88/2018
Emergency Medicine Unit

SALARY
Grade 1: R1 051 368
Grade 2: R1 202 112
Grade 3: R1 395 105
All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE
Ngwelezana Tertiary Hospital

REQUIREMENTS
Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Emergency Medicine. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Emergency Medicine, Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Emergency Medicine after registration with the HPCSA as Medical Specialist in Emergency Medicine and Proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist in
Emergency Medicine after registration with the HPCSA as Medical Specialist in Emergency Medicine. Proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, epidemiology and statistics.

**DUTIES**

The candidate will, under the direction of the head of the department: Conduct specialist ward rounds, Provide after hour cover in emergency medicine and clinical support to junior staff, Provide advice to district/regional level hospitals, Manage/supervise allocated human resources, Ensure equipment is appropriately maintained. Training of undergraduate and post-graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Emergency Unit and have an input into the unit’s administration at Ngwelezana Hospital. Assist protocol development and review for patient management in Emergency Medicine. Development and implement clinical audit and quality assurance programmes. Provide outreach to surrounding District Hospitals which refer to Ngwelezana Hospital. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards. Performance of commuted overtime is a requirement of the post.

**ENQUIRIES**

Dr SR Garach Tel No: 082 495 0135

**APPLICATIONS**

Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**

Mr MTR Nzuza

**NOTE**

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**

23 November 2018 (Late applications will not be accepted)

**POST 45/49**

MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 89/2018

Critical Care Unit

**SALARY**

Grade 1: R1 051 368
Grade 2: R1 202 112
Grade 3: R1 395 105

All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**

Ngwelezana Tertiary Hospital

**REQUIREMENTS**

Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Anaesthetics. Tertiary qualification in the
Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthetics, **Grade 1**: No working experience, **Grade 2**: A minimum of 5 years appropriate experience as a Medical Specialist in Anaesthetics, and proof of working experience endorsed by Human Resource Department, **Grade 3**: A minimum of 10 years appropriate experience as a Medical Specialist in Anaesthetics, and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.

**DUTIES**: Provide specialist care to patients requiring services within your specific domain.

Provide specialist care to patients requiring services within your specific domain.

Provide specialist care in the as allocated by Head Clinical Department (between Ngwelezana Hospital and Queen Nandi Regional Hospital). Provide after-hours coverage in Anaesthetics and ensure continuous clinical support to junior staff.

Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Adhere to all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service.

**ENQUIRIES**: Dr S Sewpersad @ 084 418 3496

**APPLICATIONS**: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**: Mr MTR Nzuza

**NOTE**: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**: 23 November 2018 (Late applications will not be accepted)

**POST 45/50**: MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 90/2018

Radiology Department

**SALARY**:

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<tr>
<th>Grade</th>
<th>Salary</th>
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<tr>
<td>1</td>
<td>R1 051 368</td>
</tr>
<tr>
<td>2</td>
<td>R1 202 112</td>
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<tr>
<td>3</td>
<td>R1 395 105</td>
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All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**: Ngwelezana Tertiary Hospital
REQUIREMENTS: Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Radiology. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology, **Grade 1**: No working experience, **Grade 2**: A minimum of 5 years appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA as Medical Specialist in Radiology and proof of working experience endorsed by Human Resource Department, **Grade 3**: A minimum of 10 years appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA as Medical Specialist in Radiology, proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, epidemiology and statistics.

DUTIES: Provide specialist care to patients requiring services within Radiology Department. Provide after-hours coverage in Radiology and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES: Dr N.A. Shabalala @ 082 498 9635

APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION: Mr MTR Nzuza

NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE: 23 November 2018 (Late applications will not be accepted)

POST 45/51: MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 91/2018
Maxillo Facial

SALARY: Grade 1: R1 051 368
Grade 2: R1 202 112
Grade 3: R1 395 105
All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules)
Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE
: Ngwelezana Tertiary Hospital

REQUIREMENTS
: Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Maxillo Facial. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Maxillo Facial, Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Maxillo Facial and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Maxillo Facial and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.

DUTIES
: Provide specialist care to patients requiring services within your specific domain
Provide specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Maxillo Facial. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District and Regional Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

ENQUIRIES
: Dr RS Moeketsi Tel No: 035 901 7260 / 7273

APPLICATIONS
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION
: Mr MTR Nzuza

NOTE
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
CLOSING DATE: 23 November 2018 (Late applications will not be accepted)

POST 45/52: MEDICAL SPECIALIST: GRADE 1 REF NO: HRM 47/2018 (X1 POST)
Directorate: Dept. of Orthopaedics

SALARY: GR 1: R1 051 368 – R1 115 874 per annum (All inclusive salary package) plus commuted overtime

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS: MBCHB degree or equivalent PLUS registration certificate with the HPCSA as a Medical Specialist PLUS current registration with HPCSA as a Medical Specialist (2018/2019). None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Sound clinical and surgical knowledge and experience in the Orthopedics surgery, knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics, good communication, leadership, decision-making and clinical skills, ability to teach doctors, students and participate in continuing professional development.

DUTIES: Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of Clinical and customer care (patient perspective) in the respective specialty, develop a full package of services including complex orthopedics cases, develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities, plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research, manage and performance of junior staff within the area of control, align clinical service delivery plans and priorities with hospital plans and priorities, undertake appropriate Clinical audit to monitor performance of the service, accept delegated responsibility from the Clinical head of the unit, liaison with Clinical Head regarding service delivery.

ENQUIRIES: Dr. S.A. Moodley Tel No: 031 360 3854

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

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

CLOSING DATE: 23 November 2018

POST 45/53: MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 92/2018
Emergency Medicine Unit

SALARY: Grade 1: R780 612
Grade 2: R892 551
Grade 3: R1 035 831
All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitality Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, **Grade 1**: No working experience, **Grade 2**: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department. Sound clinical skills, Certificates in BLS and ATLS/ACLS/PALS/APLS is recommended, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

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

ENQUIRIES : Dr SR Garach Tel No: 082 495 0135

APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION : Mr MTR Nzuza

NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE : 23 November 2018 (Late applications will not be accepted)

POST 45/54 : MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 93/2018

Anaesthetics

SALARY : Grade 1: R780 612
Grade 2: R892 551
Grade 3: R1 035 831
All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**: Ngwelezana Tertiary Hospital

**REQUIREMENTS**
- Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, **Grade 1**: No working experience, **Grade 2**: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Certificates in BLS and ATLS/ACLS/PALS/APLS is recommended, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

**DUTIES**
- Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergency cases in a form of commuted overtime. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.

**ENQUIRIES**
- Dr S Sewpersad @ 084 418 3496

**APPLICATIONS**
- Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**
- Mr MTR Nzuza

**NOTE**
- Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**
- 23 November 2018 (Late applications will not be accepted)

**POST 45/55**: MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 94/2018
- Intensive Care Unit

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

All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**: Ngwelezana Tertiary Hospital

**REQUIREMENTS**
- Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, **Grade 1**: No working experience, **Grade 2**: A minimum of 5 years appropriate experience as a
Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Certificates in BLS and ATLS/ACLS/PALS/APLS is recommended, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

**DUTIES**

- Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department.
- Provision of after-hours services to care for emergency cases in a form of commuted overtime. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.

**ENQUIRIES**

Dr S Sewpersad @ 084 418 3496

**APPLICATIONS**

Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**

Mr MTR Nzuza

**NOTE**

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**

23 November 2018 (Late applications will not be accepted)

**POST 45/56**

MEDICAL OFFICER (ORTHOPAEDICS) (GRADE 1-3) REF NO: MAD 32/2018 (X2 POSTS)

**SALARY**

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

The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime only limited to applicable groups.

**CENTRE**

Madadeni Provincial Hospital

**REQUIREMENTS**

A basic qualification of MBChB plus Current (2018) registration with the HPCSA. Registration Certificate with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer Grade 1: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2: Five (5) years’ relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform
Community Service, as required in South Africa. Medical Officer Grade 3: Ten (10) years’ relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies required: Sound knowledge of clinical and patient management skills, human resource management, information management and quality assurance programs. Current health and public service legislation, regulation and medical ethics. Good communication skills.

**DUTIES**

- Implement quality standards and practices and treatment protocols to ensure correct and effective management of patient. Examination, diagnosis and treatment of patients in Orthopaedic OPD, Orthopaedic clinic and wards. To identify health care needs and communicate these to seniors for development of policies, methods and procedures. Facilitation of staff training and on-going medical education. After-hours participation in call rosters. Active involvement in the pre-operative assessment of patients. Assist senior doctors during operations. Active participation in handling of minor orthopaedic procedures.

**ENQUIRIES**

Dr SPB Khetsi Tel No: 034 328 8000

**APPLICATIONS**

All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

**FOR ATTENTION**

The Recruitment Officer

**NOTE**

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document — not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualification of applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

**CLOSING DATE**

23 November 2018

**POST 45/57**

MEDICAL OFFICER GRADE 1/2 REF NO: HRM 50/2018 (X1 POST)

Directorate: Dept of Radiology

**SALARY**

- GR 1: R780 612 – R840 942 per annum (All inclusive salary package)
- GR 2: R892 551 – R975 945 (All-inclusive package)

**CENTRE**

King Edward VIII Hospital (KEH)

**REQUIREMENTS**

- MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2017/2018). **GR 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **GR 2:** 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner. Recommendation: At least 1 year experience in Radiology as a Medical Practitioner after registration with the HPCSA as Medical Practitioner, Have obtained Part 1 in Radiology will be an added advantage. Computer literacy.
Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the discipline, ability to deal with all radiological emergencies, knowledge of ethical medical practices, ability to assess, diagnose and manage patient.

**DUTIES**
- Render radiological duties: Inpatient and Outpatient, render cost effective medical care, incorporating radiological management and follow up, train other staff, undertake on-going medical education and professional development, undertake Radiology procedures and reporting in all modalities, any other duties allocated by supervisors.

**ENQUIRIES**
- Dr. S.A. Moodley Tel No: 031 360 3854

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

**NOTE**
- An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref HRM 50/2018. 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**
- 23 November 2018

**POST 45/58**
- **ASSISTANT MANAGER NURSING (PHC) REF NO: STC 5/2018 (X1 POST)**
  - Component: Nursing Services
  - SALARY: R581 826. Other Benefits: 13th Cheque, 8% Inhospitable Rural Allowance, Medical Aid (optional) Home Owner Allowance (employee must meet prescribed requirements).
  - CENTRE: St Chads CHC
  - REQUIREMENTS: Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One (1) year Post Basic Qualification in Clinical Nursing Science, Health Assessment, Diagnosis, Treatment and Care (PHC). Degree or Diploma in Nursing Administration/ Management accredited with SANC. Proof of registration with SANC (2018). Code 08 unendorsed driving license. Minimum of ten (10) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (06) years of the period referred to above must be appropriate/ recognizable experience after obtaining post basic qualification. At least three (3) years of the period mentioned above must be broad clinical nursing science health assessment, diagnosis treatment and care managerial experience. Certificate of service provided (endorsed by human resource section). Recommendation: Computer literacy: MS Office. Knowledge, Skills Training and Competences Required: In depth knowledge of nursing legislation, related ethical & professionalism, practices, prescripts. Planning, supervisory, organizing, leading, decision making problem solving. Ability to work in multidisciplinary team at all levels. Good communication skills and have good disciplinary and coordinating skills. Ability to work and maintain meaningful relationship with a diverse community. Knowledge of Human Resource Management. Knowledge of Public Service Legislation, regulations and policies. Conflict management and report writing. Knowledge of procedures and policies pertaining to nursing. Ability to plan and recognize own work time, and that of support personnel. Knowledge of
EPMDS, Ideal Clinic and National Core Standard. Demonstrate basic computer literacy as a support tool to enhance service delivery flexibility. In depth knowledge of Operation Sukuma Sakhe.

**DUTIES**

Supervision of PHC services within the CHC. Ensure Provision of quality comprehensive health care. Analyse the operational imperatives set in the National PHC package of services, National Health Norms and Standards, provincial strategic plans, policies and guidelines. Monitor PHC outputs and services on a daily basis and monthly basis to review performance. Evaluate PHC services in terms of standard outcomes and priority programs by accurate analyses of data. Ensure implementation of 90 90 90 strategy and Ideal Clinic realization. Contribute to the compilation of the operational plan and align with district Office Plan. Advocate for the resources at management level and have input into the budget for the facility. Ensure effective, efficient and economical allocation of resources, including Human Resources-EPMDS. Compile a detailed report after each shift and submit to supervisor. Assist with day and night supervision when necessary. Manage complaints and report patient’s safety incidents. Display a concern for client’s needs, requirements and work as multidisciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Monitor and manage absenteeism & consequence management. Ensure that all systems in the facility are functional on day and night duty services. Ensure effective crisis management in the clinic. Co-ordinate, supervise manage PHC services in the local PHC areas including CHC school health services, mobile services, ward based outreach teams and community based field workers. Relieving the Deputy Manager Nursing and take report from night shift staff. Work in multidisciplinary team environment to ensure delivery of quality services in the facility and also involvement in staff recruitment. Involvement in Operation Sukuma Sakhe activities. Participate in Nerve Centre, Health Information, DHER, DHP & DOP meeting. Engagement in stakeholders meetings. Ensure data management. Ensure campaigns are conducted. Engagement in different staff and stakeholders meetings. Be involved in the development and implementation of policies and SOP’s.

**ENQUIRIES**

CI Ndlovu Tel No: 036 6379600

**APPLICATIONS**

All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, P O Box 2238 Ladysmith 3370, OR Hand Delivered at Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**

Mr S.D.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. NB: 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 claims will be considered for payment to candidates that are invited for interview.

**CLOSING DATE**

30 November 2018

62
OPERATIONAL MANAGER NURSING (SPECIALTY) (ORTHOPAEDICS) REF NO: MAD 27/2018

SALARY: R532 449 – R599 274 per annum plus 8% Inhospital Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE: Madadeni Provincial Hospital

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse”, PLUS Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. One (1) year Post basic qualification in Orthopaedics Nursing Science. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining 1 year post basic qualification in Orthopaedics Nursing Science. Proof of current year registration with SANC (2018 Receipt). Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies required: Strong interpersonal, communication and presentation skills. Ability to make independent decision, problem solving and conflict resolution. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Financial management. Trauma and emergency skills. Policy formulation skills. Knowledge of Human resource management. Team building and leadership skills.

DUTIES: To plan/ organise and monitor the objectives of the specialised unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES: Ms ZE Gumede Tel No: 034 328 8137

APPLICATIONS: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

FOR ATTENTION: The Recruitment Officer

NOTE: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to
shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE: 23 November 2018

POST 45/60: OPERATIONAL MANAGER NURSING (PHC) REF NO: NGWE 95/2018

HIV, ARV, STI AND TB (HAST)

SALARY: Grade 1: R532 449 – R599 274 per annum, Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE: Ngwelezana Tertiary Hospital

REQUIREMENTS: Diploma/Degree in General Nursing, A post basic qualification in Primary Health Care Nursing, Registration with the SANC as a Professional Nurse, A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred above must be appropriate/recognizable experience in Primary Health Care after obtaining post basic qualification in Primary Health Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Managerial skills.

DUTIES: Oversee HIV Management, ARV rollout, TB Management STI services. Develop and implement quality assurance programs, policies and operational plan for HAST Unit. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution, District Office and Provincial Office. Ensure provision of a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Exercise control over discipline, grievance and all labour relations issues. Develop/establish and maintain constructive working relationship staff and other stakeholders. Effective utilization of all the resources e.g. human, financial, equipment and supplies. Monitor the management /prevention and control of infection within HAST Unit. Develop, monitor and evaluate staff performance in terms of EPMDS Policy. 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.

ENQUIRIES: Ms RM Sithole Tel No: 035 901 7258 / 7047

APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION: Mr MTR Nzuza

NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE: 23 November 2018 (Late applications will not be accepted)
OPERATIONAL MANAGER NURSING (SPECIALTY) (PSYCH) (ADMISSION WARD) REF NO: MAD 22/ 2018

SALARY: R532 449 – R599 274 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE: Madadeni Provincial Hospital

REQUIREMENTS:
Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse”, PLUS Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. One (1) year Post basic qualification in Advance Psychiatric Nursing Science. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining 1 year post basic qualification in Advance Psychiatric Nursing Science. Proof of current year registration with SANC (2018 Receipt). Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached.

Knowledge, Skills, Training and Competencies required:
Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit. Knowledge about forensic mental health care practices and systems.

DUTIES:
Ensure provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Ensure effective implementation of legal aspects and compliance with time frames thereof. Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Madadeni Hospital. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse Intellectual, cultural, racial or religious differences. Organise MDT meetings and ensure that improvement plans are implemented. Ensure that safety and security measures for patients in admission ward are in place and maintained. Participate in staff development using EPMDS System and other work related programmes and training. Ensure the unit complies with National Core Standard, Infection Prevention and Control as well as Occupational Health and Safety policies.

ENQUIRIES:
Ms ZE Gumede Tel No: 034 328 8137

APPLICATIONS:
All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

NOTE:
The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualified applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign
qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

**CLOSING DATE**: 23 November 2018

**POST 45/62**: **OPERATIONAL MANAGER – GENERAL - GRADE 1 REF NO: HRM 49/2018 (X1 POST)**

Directorate: Surgical

**SALARY**: Gr 1: R420 318 – R473 067 per annum. Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

**CENTRE**: King Edward VIII Hospital

**REQUIREMENTS**: Matric/Senior certificate(Grade 12) or equivalent qualification, degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current proof of registration with SANC for 2018, A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse, proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendation: Computer literacy. Knowledge, Skills, Training, and Competencies Required: Knowledge and insight into nursing processes and standard operating procedures of nursing in the Public service, Knowledge of public service acts, regulations, prescripts and policies, knowledge of SANC rules and regulations, knowledge of Code of conduct for Public Service employees, decision making and problem solving skills, skills in organizing, planning and supervising, knowledge of Batho Pele principles and Patients right charter, knowledge of National core standards, ability to supervise, teach and manage staff, an understanding of the challenge facing public health sector, ability to provide monitoring and coaching to her/his supervisees.

**DUTIES**: Provide effective management and professional leadership ensuring that the unit is organized to provide quality patient care, monitor the implementation of nursing process and develop quality improvement programs, manage and monitor human and material resources effectively and efficiently, participate in the development and implementation of policies, guidelines and SOP’s, develop operational and procurement plans for the department, provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety act and all other applicable prescripts, ensure development and implementation of staff development programs, deal with grievances and staff discipline in terms of laid down policies and procedures, monitor implementation of PMDS, ensure proper allocation of staff, maintain constructive working relationships with nursing and other stakeholders, promotion of health and wellness programs to increase productivity, promote cost effective utilization of resources according to relevant legislation, responsible for training, monitoring and upgrading skills of health professionals.

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

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

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

CLOSING DATE: 23 November 2018

POST 45/63: OPERATIONAL MANAGER – GENERAL - GRADE 1 REF NO: HRM 46/2018 (X1 POST)

Directorate: Medicine

SALARY: Gr 1: R420 318 – R473 067 per annum. Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE: King Edward VIII Hospital

REQUIREMENTS: Matric/Senior certificate(Grade 12) or equivalent qualification, degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current proof of registration with SANC for 2018, A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse, proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendation: Computer literacy. Knowledge, Skills, Training, and Competencies Required: Knowledge and insight into nursing processes and procedures, Knowledge of public service acts, regulations, prescripts and policies, knowledge of SANC rules and regulations, knowledge of Code of conduct for Public Service employees, decision making and problem solving skills, skills in organizing, planning and supervising, knowledge of Batho Pele principles and Patients right charter, knowledge of National core standards, ability to supervise, teach and manage staff, an understanding of the challenge facing public health sector, ability to provide monitoring and coaching to her/his supervisees.

DUTIES: Provide effective management and professional leadership ensuring that the unit is organized to provide quality patient care, monitor the implementation of nursing process and develop quality improvement programs, manage and monitor human and material resources effectively and efficiently, participate in the development and implementation of policies, guidelines and SOP’s, develop operational and procurement plans for the department, provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety act and all other applicable prescripts, ensure development and implementation of staff development programs, deal with grievances and staff discipline in terms of laid down policies and procedures, monitor implementation of PMDS, ensure proper allocation of staff, maintain constructive working relationships with nursing and other stakeholders, promotion of health and wellness programs to increase productivity, promote cost effective utilization of resources according to relevant legislation, responsible for training, monitoring and upgrading skills of health professionals.

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

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

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

**CLOSING DATE**: 30 November 2018

**POST 45/64**: RADIATION ONCOLOGY RADIOGRAPHERS (GR 1, 2, 3) REF NO: GS 64/18

(X1 POST)
Component – Radiation Oncology Department

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

Other Benefits: 13TH Cheque, Medical Aid (Optional), Home Owner Allowance, employee must meet prescribed requirements

**CENTRE**
Greys Hospital, Pietermaritzburg

**REQUIREMENTS**
Senior certificate / Grade 12, National Diploma / Degree in Radiotherapy. Current registration with Health Professions Council of South Africa as a Radiation Oncology Radiographer. Grade 1: 4 years appropriate experience after registration with HPCSA. Grade 2: 14 years appropriate experience after registration with HPCSA of which 10 years must be after registration in Radiation Oncology Radiography. Grade 3: 24 years appropriate experience after registration with HPCSA of which 20 years must be after registration in Radiation Oncology Radiography. Applicants with a (4) years Radiography Specialty Qualification (not in possession of Diagnostic Radiographer Qualification and without the 4 years appropriate experience in Therapy, may also apply but will be appointed TITLED as Diagnostic Radiographer, work in the Radiation Oncology component to attain or complete their 4 years appropriate experience and then be translated to Specialty). Knowledge, Skills and Experience: Basic/sound knowledge of radiotherapy treatment planning. Sound knowledge of treatment delivery principles and procedures. Knowledge of radiation equipment, protection and quality assurance programs. Ability to plan and organize resources. Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy would be an added advantage. Good communication and patient care skills. Knowledge of radiation control and safety measures. Knowledge of Oncology procedures, equipment and protocols.

**DUTIES**
Undertake all areas of basic and advanced radiation treatment planning accurately interpret planning directives and deliver radiation to the patient. Operate and care for all major equipment and accessories in the department. Maintain patient care, quality and standards for the division. Perform administrative duties related to the management of your allocated division. Provide holistic physical and psychological support for patient and their family. Ensure accurate record keeping of radiation treatment planning and delivery function within a quality management system. Training of Radiotherapy students allocated to work with you in your respective division.

**ENQUIRIES**
Mrs. M Mbhele Tel No: (033) 897- 3222/ 3415

**APPLICATIONS**
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200

**FOR ATTENTION NOTE**
Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 64/18. Please note due to large numbers of applications
we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE: 23 November 2018

POST 45/65: ULTRASOUND RADIOGRAPHER GRADE1, 2 & 3 (SPECIALTY) REF NO: VRH 16/2018 (X1 POST)

Re-Advertisement

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

Other Benefits: Medical Aid-Optional, Housing allowance- employee must meet prescribed Requirements 13th cheque and 17% rural allowance.

CENTRE: Vryheid Hospital (Diagnostic Imaging Services)

REQUIREMENTS:
Appropriate qualification that allows for the required Registration certificate with HPCSA in Ultrasound Radiography. Proof of current Registration certificate with the HPCSA as an independent in Ultrasound Radiography. Proof of current registration with HPCSA for 2018. Proof of current /previous work experience endorsed and stamped by the employer(s) must be attached. Grade 1: A minimum of 4 years appropriate experience after registration with the HPCSA as a diagnostic Radiographer. OR Applicants with a four (4) years Radiography Specialty qualification (not in possession of Diagnostic Radiography qualification who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer, and will be translated after completed four (4) years appropriate experience. Grade 2: A minimum of 14 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer, of which 10 years must be after registration in Ultrasound Radiography. Grade 3: A minimum of 24 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer, of which 20 years must be after registration in Ultrasound Radiography. Knowledge, Skills, Training and Competencies Required: Sound knowledge of Ultrasound imaging. Sound knowledge of Quality Assurance procedures and methods, knowledge of relevant health and safety Act and all other related acts and good communication skills.

DUTIES:
Provision of high quality Ultrasound imaging according to patients needs taking into consideration all necessary precautions to prevent complications. Take a supervisory role in all aspects of the imaging department as delegated. Participation in shift and standby duties including nights, weekends and public holidays where necessary. Perform general administrative duties as required where necessary and appropriate, provide guidance and supervision to junior staff and radiography /sonography students, play an active role in the implementation of quality assurance and quality improvements programmes, taking an active role to ensure that imaging services comply with the legislation. Be actively involved in service training, peer review and CPD activities, promote Batho Pele in execution of all duties for effective service delivery, participate an emergency Ultrasound services when and as required.

ENQUIRIES:
Mr S.J Khumalo (Assistant Director Radiography) Tel No: 034-9822111 EXT 5939

APPLICATIONS:
All applications must be addressed to Vhyheid Hospital Private Bag X9371 Vryheid 3100 or hand delivered to the Human Resources Office no.9 at Vryheid 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 highest education qualifications-not copies of certified copies, Curriculum Vitae and identity document-certified copies. The reference number must be indicated in the column provided on the Z83 e.g. VRH 13/2008, the post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of application received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome.
note that no S&T will be paid to candidates that are invited for interviews. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA citizen/permanent Residents/work permit holders must submit the documentary proof together with their applications. The current employment equity Target is an African Male. (Department of health is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department).

**CLOSING DATE**

23 November 2018

**POST 45/66**

PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE 96/2018

Critical Care and Emergency Medicine

**SALARY**

Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

**CENTRE**

Ngwelezana Tertiary Hospital

**REQUIREMENTS**

Diploma/Degree in General Nursing that allows registration with SANC as a Profession Nurse, One year post basic qualification in Critical Care Nursing or Trauma Nursing, Registration with the SANC as a Professional Nurse A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Critical Care, Burns Unit, Emergency Medicine after obtaining post basic qualification in that specialized field, Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC.

**DUTIES**

Render an optimal holistic specialized nursing care to patients as member of a multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norma and Standards, Co-ordinate clinical activities, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMD System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report patients’ safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

**ENQUIRIES**

Ms RM Sithole Tel No: 035 901 7258 / 7047

**APPLICATIONS**

Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**

Mr MTR Nzuza

**NOTE**

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.
The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**: 23 November 2018 (Late applications will not be accepted)

**POST 45/67**: CLINICAL NURSE PRACTITIONER OR PROFESSIONAL NURSE SPECIALTY (ADVANCE MIDWIFE) GRADE 1, 2 REF NO: NGWE 97/2018

Ngwelezana Clinic, Mabamba Clinic, Mobile Clinic

**SALARY**

Grade 1: R362 559 – R420 318 per annum

Grade 2: R445 917 – R548 436 per annum

Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

**CENTRE**

Ngwelezana Tertiary Hospital

**REQUIREMENTS**

- Diploma/Degree in General Nursing that allows registration with SANC as a Profession Nurse, One year post basic qualification in Primary Health Care Nursing or Advance Midwifery, Registration with the SANC as a Professional Nurse, A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Primary Health Care or Maternal Care after obtaining post basic qualification in Primary Health Care Nursing or Advance Midwifery. Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC.

**DUTIES**

- Render an optimal holistic specialized nursing care to patients as member of a multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norma and Standards, Co-ordinate clinical activities, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report patients' safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

**ENQUIRIES**

Ms BJ Kubheka Tel No: 035 901 7224

**APPLICATIONS**

Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**

Mr MTR Nzuza

**NOTE**

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following
checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE

23 November 2018 (Late applications will not be accepted)

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

Direct or hand deliver applications to the addresses as indicated below:

- For Head Office: Department of Social Development; Private Bag X9144; Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road; Pietermaritzburg 3200
- For EThekwini North; EThekwini South and Ilembe Districts) The District Director Department of Social Development; Private Bag X1503 Durban: 4000 or hand deliver to: 214 Dr Pixley KaSeme Street; 8th Floor Durban 4000
- For UMgungundlovu; UGu and Harry Gwala Districts) The District Director: Department of Social Development; Private Bag X1724; Pietermaritzburg: 3200 or hand deliver to 158 Langalibalele Street; Pietermaritzburg 3201
- For Zululand District: The District Director Department of Social Development; Private Bag X13 ULUNDI; 3838 or hand deliver to King Dinuzulu Highway; Administration Building; 2nd Floor; Zone 3; Ulundi; 3838
- For King Cetshwayo District: The District Director: Department of Social Development; Private Bag X02 Empangeni Rail; 3910 or hand deliver to 10 Bronze Street; Empangeni Rail; 3910
- For Umkhanyakude District: The District Director: Department of Social Development; P.O. Box 246; Mbazwana; 3974 or hand deliver to Ngwenyama Properties; Sodwana Bay Road; Mbazwana; 3974
- For UThukela District: The District Director: Department of Social Development; Private Bag X9917 Ladysmith; 3370 or hand deliver to 108 Rholihlahla Street; Ladysmith; 3370
- For UMzinyathi District: The District Director: Department of Social Development; Private Bag X2057 Dundee; 3000 or hand deliver to 50 Gray Street; Dundee; 3000
- For Amajuba District: The District Director: Department of Social Development; Private Bag X6680; Newcastle; 2940 or hand deliver to 113 Panorama Drive; Lennoxton; Newcastle; 2940

CLOSING DATE

23 November 2018

NOTE

Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications; Identity document and Driver’s licence required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance; competency based assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.
MANAGEMENT ECHELON

POST 45/68 : DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITIES REF: NO: DSD01/09/2018HO

SALARY : R1 005 063 per annum Level 13 (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with the South African Council for Social Services Profession as a Social Worker; A valid driver’s licence; A minimum of 5 years’ experience at a middle/senior managerial level in the social work environment. Knowledge: Constitutional of the Republic of South Africa; Public Service Act; Public Service Regulations; Knowledge of policy analysis and development; Labour Relations Act; Welfare Laws; Research Methodology; Public Finance Management Act; Treasury Regulations; Organizational behavior analysis; Strategic business management; Employee Performance Management and Development System. Skills/ Core competencies: Strategic capability and leadership; People management and empowerment; Financial management; Change management; Programme and project management; knowledge management; Services delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Policy analysis; Computer literacy; Numeracy.
DUTIES : Manage and facilitate the provision of services to older persons; Manage and facilitate the provision of services to persons with disabilities; Manage the development and implementation of policies; Provide leadership and strategic direction to the directorate and input to the department strategy; Manage resources of the directorate.
ENQUIRIES : Ms PF Luthuli Tel No: (033) 264 2053

POST 45/69 : DIRECTOR: KING CETSHWAYO DISTRICT REF NO: DSD02/09/2018KING

SALARY : R1 005 063 per annum Level 13 (all-inclusive remuneration package)
CENTRE : King Cetshwayo District
REQUIREMENTS : Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with the South African Council for Social Services Professions as a Social Worker; A valid driver’s licence; A minimum of 5 years of experience in middle/senior managerial level. Knowledge: Republic of South African Constitution; Public Service Act; Public Service Regulations; Labour Relations Act; Public Finance Management Act; Treasury Regulations; Fraud Prevention Strategies; Welfare Laws; Non-Profit Organizations Act; Basic Conditions of Employment Act; Employee Performance Management and Development System; Public Participation; Service Delivery Frameworks; Social dynamics of KwaZulu-Natal Communities; Provincial Growth and development Plan. Skills/Core Competencies: Strategic capability and leadership; People management and empowerment; Financial management; Change management; Programme and project management; Knowledge management; Service delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Computer literacy; Numeracy.
DUTIES : Manage the provision of social welfare services; Manage the provision of services to children and families; Manage the provision of restorative services; Manage and facilitate the provision of community development; Manage the provision of quality assurance; Manage the provision of corporate services; Provide leadership and strategic direction to the District and input to the Department Strategy; Manage resources of the District and provide inputs to Policies.
ENQUIRIES : Mr RS Byroo Tel No: (035) 874 8502
OTHER POSTS

POST 45/70 : FACILITY MANAGER: UMLAZI CYCC REF NO: DSD03/09/2018UMLAZ

SALARY : R826 053 per annum (Level 12) (all-inclusive remuneration package)
CENTRE : Umzinyathi CYCC
REQUIREMENTS : Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for the Social Services Professions; Proof of Current Registration with the South African Council for Social Services Professions as a Social Worker; A valid driver’s licence; 3-5 years junior managerial experience in social services.
Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Welfare Laws; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery Frameworks; Public Participation; Community outreach; Employee Performance and Management Development Systems.
Skills: Communication; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision making; Counseling; Service delivery innovation; Client orientation and customer focus.
DUTIES : Coordinate the delivery of social welfare services in the facility; Manage care and support services in the Facility; Manage paramedical and support services; Ensure effective and efficient provision of corporate support services; Provide advice; guidance and input to policies; Manage resources of the Facility.
ENQUIRIES : Mrs NC Mhlongo Tel No: (031) 336 8787

POST 45/71 : SERVICE OFFICE MANAGER (X5 POSTS)

SALARY : R826 053 per annum (Level 12) (all-inclusive remuneration package)
CENTRE : Howick Service Office (Umgungundlovu District) Ref No: DSD04/09/2018HOW
Kokstad Service Office (Harry Gwala District) Ref No: DSD05/09/2018KOK
Mqumalanga Service Office (Ethekwini South District) Ref No: DSD06/09/2018MPUM
Nquthu Service Office (Umzinyathi District) Ref No: DSD07/09/2018NQUTH
Msinga Service Office (Umzinyathi District) Ref No: DSD08/09/2018MSING

REQUIREMENTS : Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services as a Social Worker; A valid driver’s licence; 3 to 5 years’ junior managerial experience in Social Services.
Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery frameworks; Public Participation; Community outreach; Employee Performance Management and Development Systems.
Skills: Communication; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision Making; Counseling; Service delivery innovation; Client orientation and customer focus; Presentation; Facilitation; Problem Solving and analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy; Language skill.
DUTIES : Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of Corporate Support Services; Ensure the implementation of Departmental policies and other relevant legislation in the day to day running of the office; Manage the resources of the Service Office.
ENQUIRIES : Ms CD Zondi (Howick Service Office) Tel No: 033 395 9748
Ms RM Ntombela (Kokstad Service Office) Tel No: 039 834 1176
Ms NC Mhlongo (Mqumalanga Service Office) Tel No: 031 336 8787
Ms NPD Hlatshwayo (Nquthu and Msinga Service Offices) Tel No: 034 212 3972
**POST 45/72**

**MANAGER: SOCIAL WORK POLICY: YOUTH AND COMMUNITY BASE CARE; ECD AND PARTIAL CARE SERVICES (GRADE 1 – 2)**

**REF NO:** DSD09/09/2018HO

**SALARY:** R755 598 - R1 045 935 per annum

**CENTRE:** Head Office

**REQUIREMENTS:**

Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver’s licence. A minimum of 10 years’ experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Labour Relations Act; Professional counseling; Research Methodology; Service delivery frameworks; Policy development and analysis; Ability to compile complex reports; Employee Performance Management and Development System. Skills: Change management; Counseling; Problem solving and analysis; Report writing; Policy development; Organizational; Communication; Interpersonal relations; Financial management; Research; Networking; Presentation; Facilitation; Monitoring and evaluation; Programme and Project management; Language; Computer literacy and Numeracy.

**DUTIES:**

Keep up to date with new developments in the youth and community based care; ECD and partial care services to children and the youth; Plan and ensure that youth and community – based care; ECD and partial care services on policy research and development are undertaken; Develop policies and strategies relevant to Youth and Community – based care; ECD and Partial care services; Manage resources of the sub-directorate. Manage resources of the sub-directorate.

**ENQUIRIES:** Dr ZE Mfusi Tel No: (033) 264 2175

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**POST 45/73**

**SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES (GRADE 1 – 2)**

**REF NO:** DSD10/09/2018UMZINY

**SALARY:** R755 598 - R1 045 935 per annum

**CENTRE:** uMzinyathi District

**REQUIREMENTS:**

Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver’s licence. A minimum of 10 years’ experience in Social Work after registration as Social Worker with the SACSSP. Knowledge: Expert skills to challenge structural sources of poverty; inequality; oppression; discrimination and exclusion; Expert knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environment in order to promote social well-being; The understanding and ability to provide complex social work services towards protecting people who are vulnerable; at-risk and unable to protect themselves; The ability and competence to assist and empower individuals; families; groups; organization and communities to enhance their social functioning and their problem solving capacities; prevent and alleviate distress and use resources effectively in cases where expert knowledge is required Skills: Communication; Listening; Interpersonal; Computer; Research; Problem solving; Advance Report writing; Conflict management; Time management; Advanced welfare counselling; Analytical thinking; Presentation; Financial management; Leadership.

**DUTIES:**

Provide a social work service of the highest; most advanced and specialized nature within (a) defined area(s) of specialization with regard to the care; support; protection and development of vulnerable individuals; groups; families and communities through the relevant programmes in partnership with stakeholders; Facilitate the development and planning of programmes and interventions to render a social work service through the efficient; economical and effective utilization of financial resources; Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and
effective utilization of human resources; Keep up to date with new developments in the community development field to enhance service delivery; Plan and ensure that social work research and development are undertaken; Perform and/or ensure that all the administrative functions required in the unit are performed; Manage resources of the District.

ENQUIRIES : Ms NPD Hlatshwayo Tel No: (034) 299 7578

POST 45/74 : ASSISTANT MANAGER: COMMUNITY DEVELOPMENT: YOUTH AND WOMEN (GRADE 1-2) (X3 POSTS)

SALARY : R460 488 - R618 855 per annum
CENTRE : Ilembe District Ref No: DSD11/09/2018ILEMB
Uthukela District Ref No: DSD012/09/2018UTHUK
Ethekwini North District Ref No: DSD064/09/2018ETHN

REQUIREMENTS : Qualifications: Bachelor’s Degree/ National Diploma in Development Studies/ Community Development/ Social Sciences. A valid driver’s licence; a minimum of 8 years’ experience in Community Development field/ arena. Knowledge: Knowledge and understanding of individual and group behavior; its inter-relations within community structures; dynamic of the community and current legislation to enable interventions; Ability and competence to manage community development structures and projects; The ability to influence individuals and groups to participate in their own self-empowerment ventures; Public Service Management Act; Labour Relations.; Employee Performance Management and Development System Skills: Problem Solving; Conflict resolution; Computer literacy; Written and verbal communication; Complex research; Presentation; Project management; Policy formulation and implementation.

DUTIES : Coordinate the identification; facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient; effective and economical utilization of resources by the service delivery area(s); Coordinate and manage Youth and Women Development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilization of human; financial and physical resources; Keep up to date with new developments in the Youth and Women Development and management fields to enhance service delivery; Plan and ensure that research on Youth and Women Development is undertaken. Manage resources of the component.

ENQUIRIES : Mrs SM Sikhakhane (Ilembe District) Tel No: 031 336 8818
Mrs PM Mhlongo (UThukela District) Tel No: 036 634 6600
Ms N Murugan (ETHekwini North District) Tel No: 031 336 8704

POST 45/75 : SOCIAL WORK SUPERVISOR (GRADE 1-2) (X11 POSTS)

SALARY : R363 507 – R676 248 per annum
CENTRE : Pietermaritzburg Service Office (UMgungundlovu District) Ref No: DSD13/09/2018PMB
Vulindlela Service Office (UMgungundlovu District) Ref No: DSD14/09/2018VULI
Hlanganani Service Office (Harry Gwala District) Ref No: DSD15/09/2018HLANGA
Uzumbe Service Office (UGu District) Ref No: DSD16/09/2018UMZU
Gamalakhe Service Office (UGu District) Ref No: DSD17/09/2018GAMA
Nongoma Service Office (Zululand District) Ref No: DSD18/09/2018NONGO
Pongolo Service Office (Zululand District) Ref No: DSD19/09/2018PHONGO
KwaMsane Service Office (UMkhanyakude District) Ref No: DSD20/09/2018KWAMSA
EZakheni Service Office (UThukela District) Ref No: DSD21/09/2018EZAKHE
Kranskop Service Office (UMzinyathi District) Ref No: DSD22/09/2018KRANS
Greytown Service Office (UMzinyathi District) Ref No: DSD23/09/2018GREY

REQUIREMENTS : Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 7 years’ appropriate experience in Social Work after registration as a Social Worker with SACSSP; A Valid driver’s licence. Knowledge:
Public Service Act; Public service Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers Grade 1; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

**DUTIES**

Ensure that social work service with regard to care; support; protection and development of vulnerable individuals; groups; families and communities through the relevant programmes is rendered; Supervise and advise Social Workers; Social Auxiliary Workers and Student Social workers to ensure an effective social work service; Keep up to date with the new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES**

Ms P Manyathi (Pietermarirtburg Service Office) Tel No: (036) 438 6179
Ms CSN Nondabula (Vulindlela Service Office) Tel No: (033) 505 0084
Ms MNN Mlambo (Hlanganani Service Office) Tel No: (039) 832 9265
MsB Bhengu (Umzumbe Service Office) Tel No: (039) 832 9265
Ms BE Zulu (Gamalakhe Service Office) Tel No: (039) 318 2552
Ms HJ Mthembu (Nongoma Service Office) Tel No: (035) 831 3300
Ms HG Dubazane (Phongolo Service Office) Tel No: (035) 551 1850
Ms CM Zondi (KwaMsane Service Office) Tel No: (035) 551 1850
Ms ZP Nkosi (Ezakheni Service Office) Tel No: (036) 634 6600
Mr N Mtshali (Kranskop Service Office) Tel No: (033) 444 1815
Ms NE Ngubane (Greytown Service Office) Tel No: (033) 417 1446

**POST 45/76**

**SOCIAL WORKER: CHILDREN GRADE 1-2 (X5 POSTS)**

**SALARY**

R363 507 – R676 248 per annum

**CENTRE**

UMgungundlovu District Ref No: DSD65/09/2018UMGU (X2 Posts)
Harry Gwala District Ref No: DSD66/09/2018PMB (X1 Post)
ILembe District Ref No: DSD67/09/2018ILEM (X2 Posts)

**REQUIREMENTS**

Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 7 years' appropriate experience in Social Work after registration as a Social Worker with SACSSP; A Valid driver’s licence. Knowledge: Public Service Act; Public service Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

**DUTIES**

Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new development in the social
work and Social Welfare fields perform all the administrative functions require of the jobs.

ENQUIRIES

Ms CD Zondi (UMgungundlovu District) Tel No: 033 395 9600
Ms RM Ntombela (Harry Gwala District) Tel No: 039 834 1176
Ms SM Sikhakhane (Ilembe District) Tel No: 031 336 8818

POST 45/77

SOCIAL WORKER: SOCIAL WELFARE SERVICES GRADE 1-2 (X2 POSTS)

SALARY

R363 507 – R676 248 per annum

CENTRE

EThekwni South District Ref No: DSD68/09/2018ETHS
Zululand District Ref No: DSD69/09/2018ZULU

REQUIREMENTS

Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 7 years’ appropriate experience in Social Work after registration as a Social Worker with SACSSP; A Valid driver’s licence. Knowledge: Public Service Act; Public Service Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

DUTIES

Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new development in the social work and Social Welfare fields perform all the administrative functions require of the jobs.

ENQUIRIES

Ms NC Mhlongo (EThekwni South District) 031 336 8787
Mr BM Gumede (Zululand District) 035 874 8502

POST 45/78

SOCIAL WORKER: RESTORATIVE SERVICES GRADE 1- 2 REF NO: DSD70/09/2018ILEM

SALARY

R363 507 – R676 248 per annum

CENTRE

Ilembe District

REQUIREMENTS

Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 7 years’ appropriate experience in Social Work after registration as a Social Worker with SACSSP; A Valid driver’s licence. Knowledge: Public Service Act; Public Service Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.
DUTIES: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new development in the social work and Social Welfare fields perform all the administrative functions require of the jobs.

ENQUIRIES: Ms SM Sikhakhane (ILembe District) Tel No: 031 336 8818

POST 45/79: SOCIAL WORKER: OLDER PERSONS GRADE 1- 2 REF NO: DSD71/09/2018KING

SALARY: R363 507 – R676 248 per annum

CENTRE: King Cetshwayo District

REQUIREMENTS: Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 7 years’ appropriate experience in Social Work after registration as a Social Worker with SACSSP; A valid driver’s licence. Knowledge: Public Service Act; Public service Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

DUTIES: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new development in the social work and Social Welfare fields perform all the administrative functions require of the jobs.

ENQUIRIES: Ms PM Mhlongo (King Cetshwayo District) Tel No: 035 797 1600

POST 45/80: ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT; PERFORMANCE MANAGEMENT AND BURSARIES REF NO: DSD25/09/2018HO

SALARY: R356 289 per annum (Level 09)

CENTRE: Head Office

REQUIREMENTS: Qualifications: National Diploma / Bachelor’s Degree in Human Resource Management/Development/ Public Administration/Management; A minimum of 3-5 years of administrative experience in a Human Resource Environment. A valid Driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Labour Relations Act; Basic Conditions of Employment Act; Promotion of Equality and Prevention of Unfair Discrimination; Employee Performance Management and Development System; Promotion of Access to Information Act; Collective Agreements. Skills: Analytical thinking; Project management; Financial management; People management; Problem solving; Communication; Interpersonal relation; Facilitation; Presentation and PERSAL.

DUTIES: Administer Performance management processes; Facilitate the provision of performance reviews; assessments and outcomes; ensure the provision of secretariat services at Committee Meetings (DMC/Appeals); Provide advice and guidance and input to policy; Manage resources of the Division.

ENQUIRIES: Mr VW Gumede Tel No: (033) 264 2078
POST 45/81: ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT PLANNING AND MONITORING REF NO: DSD26/09/2018HO

SALARY: R356 289 per annum (Level 09)
CENTRE: Head Office
REQUIREMENTS: Qualifications: National Diploma / Bachelor’s Degree in Human Resource Management/Development/ Public Administration/Management /Management of Training. A minimum of 3-5 years’ of administrative experience in Human Resource Development environment; a valid Driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Labour Relations Act; Treasury Regulations; Basic Conditions of Employment Act; Public Finance Management Act; Employment Equity Act; Employee Performance Management and Development System. Skills: Communication; Report writing; Computer literacy; Interpersonal relation; Problem Solving; Time management; Project management; Financial Management; Planning; Organizing; Analytical thinking.

DUTIES: Ensure the co-ordination of the development of the HRD Strategy; Ensure the development of Workplace Skills Plan; Promote mobilization of management support in the implementation of HRD interventions; Ensure the effective monitoring and evaluation of the implementation of HRD Plans; Ensure the compilation of Quarterly and Annual HRD Reports and other Training Reports; Provide advice and guidance and input to policy; Manage resources of the Division.

ENQUIRIES: Mr VW Gumede Tel No: (033) 264 2078

POST 45/82: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (X2 POSTS)

SALARY: R356 289 per annum (Level 09)
CENTRE: Uthukela District Ref No: DSD27/09/2018UTHUK
Ethekwini North District Ref No: DSD028/09/2018ETHN)
REQUIREMENTS: Qualifications: National Diploma / Bachelor’s Degree in Human Resource Management/ Public Administration/Management /Business Administration; A minimum of 3-5 years’ administrative experience in Human Resource. A valid driver’s licence. Knowledge: Public Service Act and Regulations; Labour Relations Act; Skills Development Act; Treasury Regulations; Basic Conditions of Employment Act; Public Finance Management Act; Employee Performance Management and Development System; Service Delivery Frameworks; Occupational Health and Safety Act and Collective Agreements. Skills: Communication; Language; Listening; Organising; Report writing; Computer literacy; Interpersonal relations; Problem solving; Time management; Project management; Presentation; Negotiating; Financial management and PERSAL.

DUTIES: Provide human resource administration services; administer the provisioning of human resource development; administer labour relations services; administer employee wellness programmes; Administer PERSAL support services; Provide advice; guidance and inputs to policies; manage the resource of the component.

ENQUIRIES: Mr PM Mpanza Tel No: (036) 634 6663
Mr MG Nzama Tel No: (031) 336 8865

POST 45/83: ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DSD29/09/2018HO

SALARY: R356 289 per annum (Level 09)
CENTRE: Head Office
thinking; project management; financial management; people management; problem solving; communication; interpersonal relations; facilitation; presentation.

**DUTIES**
Facilitate recruitment and selection services. Facilitate appointments. Facilitate movement of personnel. Provide advice; guidance and input to policy. Manage resources of the division.

**ENQUIRIES**
Ms PN Mkhize Tel No: (033) 264 2079

**POST 45/84**
LEGAL ADMINISTRATIVE OFFICER MR5: CONTRACT MANAGEMENT REF NO: DSD30/09/2018HO

**SALARY**
R353 253 - R475 773 per annum

**CENTRE**
Head Office

**REQUIREMENTS**
Qualifications: Bachelor’s Degree in Law (LLB). A minimum of 8 years’ administrative experience in a legal environment; a valid driver’s licence.
Knowledge: Constitution of Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Interpretation of laws (constitutional; statutory and legal interpretation); Legal research methods and mechanisms; Legislation management; Legislation Administered by the Department;other legislation impacting on legislation administered by the Department; Principles of contract management; Legal Drafting and writing; Constitutional law; Civil and criminal procedure law; Law of contracts and family law. Skills: Communication; Legal report writing; Dispute resolution; leadership; Computer Literacy; interpersonal relations; networking; problem solving; financial management; project Management; time management; negotiation and numeracy.

**DUTIES**
Draft; edit; vet and certify contracts and agreements. Coordinate negotiations and executions of contracts; agreements and memoranda of understanding. Provide guidance on the interpretation; application and enforcement of specific clauses; terms and conditions of contracts and agreements. Conduct; coordinate and maintain legal research and analysis.

**ENQUIRIES**
Adv. NW Hlabisa Tel No: (033) 264 5505/85

**POST 45/85**
COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1-2 (X9 POSTS)

**SALARY**
R344 184 – R488 529 per annum

**CENTRE**
Howick Service Office (Umgungundlovu District) Ref No DSD31/09/2018HOWI
Newhanover Service Office (Umgungundlovu District) Ref No DSD32/09/2018NEWH
Port Shepstone Service Office (Ugu District) Ref No DSD33/09/2018PORT
Pinetown Service Office (Ethekwini North District) Ref No DSD34/09/2018PINE
Ndwedwe Service Office (Ilembe District) Ref No DSD35/09/2018NDWE
Mandeni Service Office (Ilembe District) Ref No DSD36/09/2018MAND
Paulpietersburg Service Office (Zululand District) Ref No DSD37/09/2018PAUL
Bergville Service Office (Uthukela District) Ref No DSD38/09/2018BERG
Nquthu Service Office (UMzinyathi District) Ref No DSD39/09/2018NOUTH

**REQUIREMENTS**
Qualifications: Bachelor’s Degree in Community Development / Development Studies/ Social Sciences; A minimum of 7 years’ Community Development field/arena; a valid driver’s licence. Knowledge: Public Service Act; Public Service Regulations; Batho Pele principles; Understanding of human behavior and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments; Ability and competence to coordinate community development structure; Understanding of social dynamics of communities; Employee Performance Management and Development System. Skills: Planning and organizing; Communication (verbal and written; Financial Management; interpersonal; presentation; monitoring and evaluation; people management; project management; Research and report writing; problem solving; Computer literacy; numeracy; language.

**DUTIES**
Supervise the identification; facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role
players; internal and external (e.g. in departments/ provinces; NGO’s local community structures and faith based organizations) to facilitate intersectional collaboration; integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development practitioners to ensure an efficient and effective service.

ENQUIRIES
Ms Z Cetshane (Howick Service Office) Tel No: 033 330 4309
Ms N Mthethwa (Newhanover Service Office) Tel No: 033 502 0074
Ms TS Sonjika (Port Shepstone Service Office) Tel No: 031 716 2600
Ms T Blose (Pine town Service Office) Tel No: 032 533 5021
Ms HZ Dlamini (Mandeni Service office) Tel No: 032 454 1219
Ms PL Manyanga (Paulpietersburg Service Office) Tel No: 034 996 7000
Ms NNN Hadebe (Bergville Service Office) Tel No: 036 448 1362
Ms NPD Hlatshwayo (Nquthu Service Office) Tel No: 034 299 7578

POST 45/86
SOCIAL WORK POLICY DEVELOPER: SUBSTANCE ABUSE PREVENTION AND REHABILITATION (GRADE 1-2) REF NO: DSD40/09/2018HO

SALARY
R344 184 – R549 837 per annum

CENTRE
Head Office

REQUIREMENTS
Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 8 years’ appropriate experience in Social Work after registration as a Social Worker with SACSSP; A Valid driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Professional counseling; Research Methodology; Service delivery frameworks; Policy development and analysis; Ability to compile complex reports. Skills: Change management; Counseling; Problem solving and analysis; Report writing; Policy development; Planning and organizing; Communication; Financial management; Research; Networking; Presentation; Facilitation; Monitoring and evaluation; Programme and Project management; Language; Computer literacy; Numeracy; Driving.

DUTIES
Keep up to date with new development in the substance abuse prevention and rehabilitation services; Conduct research and development; Develop; implement and maintain substance abuse prevention and rehabilitation policies; Perform all the administrative functions required in substance abuse prevention and rehabilitation services.

ENQUIRIES
Ms NC Dlamini Tel No: (033) 264 7994

POST 45/87
CORPORATE SUPPORT OFFICER (X8 POSTS)

SALARY
R299 709 per annum (Level 08)

CENTRE
Hlanganani Service Office (Harry Gwala District) Ref No: DSD41/09/2018HHLANGA
Umzinto Service Office (Ugu District) Ref No: DSD42/09/2018UMZI
MandeniService Office (Lembe District) Ref No: DSD43/09/2018MAND
Nongoma Service Office (Zululand District) Ref No: DSD44/09/2018NONG
Mondlo Service Office (Zululand District) Ref No: DSD45/09/2018MOND
Kwabadala Centre for the Residential Care of Old Persons (King Cetshwayo District) Ref No: DSD46/09/2018KWAB
Bergville Service Office (UTHukela District) Ref No: DSD47/09/2018BERG
Madadeni Service Office (Amajuba District) Ref No: DSD48/09/2018MADAD

REQUIREMENTS
Qualifications: National Diploma/ Bachelor’s Degree in Public Administration/ Management; A valid driver’s licence; 3–5 year’s clerical experience. Knowledge: Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Employee Performance Management and Development System;
Basic Conditions of Employment Act; Supply Chain Management Practices and procedures; Service delivery frameworks; Occupational Health and Safety; Labour Relations Act; Batho-Pele Principles; Road Traffic Act; Archives Act. Skills: Interpersonal; Networking; Problem solving; Driving; Time management; Communication; Financial management; Decision making; Report writing; Numeracy; Computer literacy; Language.

**DUTIES:**
Provide human resource management services; Monitor financial services of the Service Office/Facility; Provide fleet management services; Provide registry services; Provide personnel supervision.

**ENQUIRIES:**
Ms MNN Mlambo (Hlanganani Service Office) Tel No: 039 832 0017
Ms NH Mkhize (Umzinto Service Office) Tel No: 039 974 1108
Ms HZ Ndlamini (Mandeni Service Office) Tel No: 032 454 1219
Ms HJ Mthembu (Nongoma Service Office) Tel No: 035 831 3300
Ms HPT Ndlonzi (Mondo Service Office) Tel No: 034 933 0855
Ms PZ Mashazi (Kwabadala Centre for the Residential Care of Old Persons) Tel No: 035 833 8012
Ms NNN Hadebe (Bergville Service Office) Tel No: 036 448 1363
Ms NV Ndlovu (Madadeni Service Office) Tel No: 034 314 3085

**POST 45/88:**
**IT SPECIALIST: UTHUKELA DISTRICT REF NO: DSD49/09/2018UTHUK**

**SALARY:**
R299 709 per annum (Level 08)

**CENTRE:**
UThukela District

**REQUIREMENTS:**
Qualifications: National Diploma/ Bachelor’s Degree in Information Technology/ Computer Science/ Certified Novel Engineer/ Microsoft Certified System Engineer; 2-3 years’ experience in Information Technology field. A Valid driver’s licence. Knowledge: Public Sector; Public Service Regulations; In-depth knowledge of computer hardware and software; In-depth knowledge of operating systems and related topics; In-depth knowledge of network connectivity devices; Knowledge of fault logging system; Departmental objectives; Service delivery framework and service level agreement; Departmental business processes; Policy analysis. Skills: Communication; Project management; Problem solving; Decision making; Planning; Organizing; Interpersonal relationship; Language; Numeracy; Computer; Driving.

**DUTIES:**
Provide network; server and desktop support services; Provide End-Users support (including fault resolution) Install and maintain software and hardware; Facilitate access to management information system; Monitor help desk services.

**ENQUIRIES:**
Mr PM Mpanza (UThukela District) (036) 634 666

**POST 45/89:**
**MONITORING OFFICER REF NO: DSD50/09/2018HO (X2 POSTS)**

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

**CENTRE:**
Head Office

**REQUIREMENTS:**
Qualifications: National Diploma/ Bachelor’s Degree in Public Administration/ Management/ Monitoring and Evaluation; A valid driver’s licence; 1-year experience in monitoring and evaluation/ quality assurance/ performance monitoring environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury regulations; Service Delivery Frameworks Government-wide Monitoring and Evaluation System; Impact assessment; Provincial Growth and Development Plan; Skills: Analytical thinking; Organizing; Problem Solving communication; Computer literacy; Presentation; Interpersonal relations; Driving.

**DUTIES:**
Implement a monitoring and evaluation Framework with regard to monitoring in the department and NPOs; Disseminate information on M&E outcomes; techniques; Processes and tools; Provide technical advice and support on the M&E framework to all relevant stakeholders; Produce and disseminate reports to relevant stakeholders.

**ENQUIRIES:**
Mr RM Madlala Tel No: (033) 264 5419

**POST 45/90:**
**PERSONAL ASSISTANT (X2 POSTS)**

**SALARY:**
R242 475 per annum (Level 07)
CENTRE : Head Office:  
Quality Assurance Ref No: DSD51/09/2018QA  
Supply Chain Management Ref No: DSD52/09/2018SCM  

REQUIREMENTS : Qualifications: National Diploma in Office Management/ Management Assistant. 3-5 years of experience in rendering a support service to senior management. Knowledge: Knowledge on the relevant legislation/policies/prescripts and procedures; Basic knowledge on financial administration. Skills/Core Competencies: Language; Good telephone etiquette; Computer literacy; Sound organizational; written communication; Numeracy.  

DUTIES : Provide secretarial/ receptionist support service to the Director; Provide administrative support services; Provide support to the Director regarding meetings; Support the Director with the administration of the Directors budget; Study the relevant Public Service and Departmental prescripts/ policies and other documents.  

ENQUIRIES : Mr RV Khoza (Quality Assurance) Tel No: 033 341 7907/ 8  
Mr ND Mchunu (Supply Chain Management) Tel No: 033 897 9901  

POST 45/91 : PROFESSIONAL NURSE (GRADE 1-3) REF NO: DSD24/09/2018ZAKH  
SALARY : R241 908 - R459 294 per annum  
CENTRE : Zakhe CYCC  
REQUIREMENTS : Qualifications: Bachelor’s Degree/National Diploma in Nursing; Registration with the South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Nursing care process and procedures; Nursing Statutes; and other relevant legal frameworks; Nursing Act; Occupational Health and Safety Act; Patients’ right Charter; Batho-Pele principles; Disciplinary Code and Procedure; Grievance Procedure; etc.; Employee Performance and Management System. Skills: Communication; Interpersonal relations; Report writing; Facilitation; Presentation; Problem solving; Analytical thinking; Self-disciplined; Organizing; Computer Literacy; Numeracy; Language.  

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical/quality patient care); Implement standards; practices; criteria and indicators for quality nursing (quality of practices); Practices nursing and health care in accordance with the Law and Regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilize human; material and physical resources efficiently and effectively.  

ENQUIRIES : Ms N Phakathi Tel No: (031) 711 9956  

POST 45/92 : COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1-3 (X7 POSTS)  
SALARY : R204 951 - R409 137 per annum  
CENTRE : Qualifications: Bachelor’s Degree in Community Development / Development Studies; A Valid Driver’s Licence. Knowledge: Public Service Act; Public Service Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments; Knowledge of community development work; skills; attitudes and values of communities; Ability and competence to coordinate community development structures and ability to manage projects; Ability to influence individuals and group to participate in their own self-empowerment; Understanding
of social dynamics of communities; Employee Performance and Management System. Skills: Computer literacy; Planning and organizing; Communication (verbal and written); Financial Management; Interpersonal; Presentation and facilitation; Monitoring and Evaluation; Project Management; Research; Report writing; Problem solving; Numeracy; Language; Driving.

DUTIES

Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players; internal and external to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES

Ms ML Hlalukane (Impendle Service Office) Tel No: (033) 996 0414
Ms NH Mkhize (Umzinto Service Office) Tel No: (039) 974 1108
Ms NB Hoosen (Chartsworth Service Office) Tel No: (031) 403 0917
Ms VT Ndlovu Ndwendwe Service Office Tel No: (032) 533 5021
Ms MN Memela (Lower Umfolozi Service Office) Tel No: (035) 787 6340
Ms NV Ndlovu (Newcastle Service Office) Tel No: (034) 314 3070
Ms AJ Madlabane (Glencoe Service Office) Tel No: 034 393 3190

POST 45/93

STAFF NURSE GRADE 1-3 REF NO: DSD60/09/2018NEWCA

SALARY

R161 376 – R280 437 per annum

CENTRE

Newcastle School of Industries

REQUIREMENTS

Qualifications: Grade 12/ Senior Certificate; Certificate in Nursing; Registration with the South African Nursing Council (SANC) as an Enrolled Nurse; Proof of Current registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Knowledge: Public Service Act; Public Service Regulations; Knowledge of nursing care process and procedures; nursing statutes; and other relevant legal frameworks; Nursing Act; Occupational Health and Safety Act; Patient’ rights charter; Batho-Pele principles; Employee Performance and Management System. Skills: Communication; Interpersonal relations; Report writing; Facilitation; Presentation; Problem solving; Analytical thinking; Self-disciplined; Organizing; Computer Literacy; Numeracy; Language.

DUTIES

Implement basic residents care plans; Provide basic clinical nursing care; Maintain effective utilization of resource; Maintain professional growth/ethical standards and self-development.

ENQUIRIES

Ms AP Mntambo Tel No: (034) 317 1254

POST 45/94

CHILD AND YOUTH CARE WORKER (X2 POSTS)

SALARY

R132 729 – R176 796 per annum Grade 1-2

CENTRE

Newcastle CYCC Ref No: DSD61/09/2018NEWCYCC
Newcastle School of Industries Ref No: DSD62/09/2018INDUSTR

REQUIREMENTS

Qualifications: National Diploma/Bachelor’s Degree in Child and Youth Care Development; Registration with South African Council for Social Services Professions as a Child and Youth Care Worker; Proof of current Registration with the South African Council for Social Services Professions as Child Youth Care Worker. Knowledge: Public Service Act; Public Service Regulations; Batho-Pele principles; Development programmes; Clerical/Administrative procedures; Knowledge of the rules and procedures of the centre. Skills: Communication; Problem solving; Interpersonal relations; Organizing; Counselling; Computer literacy; Numeracy; Language.

DUTIES

Receive children and youth to the care facility after admission; Ensure that children/youth receive medical services; Assist with the implementation of planned activities; developmental therapeutic programmes; Engage in basic life space work to promote the development and care of children and youth; Perform administrative work relevant to the job.

ENQUIRIES

Ms IZ Dladla (Newcastle CYCC) Tel No: 034 317 3233
Ms AT Mntambo (Newcastle School of Industries) Tel No: 034 317 1254
POST 45/95 : NURSING ASSISTANT GRADE 1-3 REF NO: DSD63/09/2018PRINCESSM

SALARY: R124 788 – R216 861 per annum
CENTRE: Princess Mkabayi CYCC
REQUIREMENTS: Qualifications: Grade 12 /Senior Certificate; Certificate in Nursing; Registration with the South African Nursing Council(SANC) as an Auxiliary Nurse; Proof of Current registration with the South African Nursing Council (SANC) as an Auxiliary Nurse. Knowledge: Knowledge of nursing care processes and procedures; nursing statutes; and other relevant legal frameworks; Nursing Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles. Skills: Communication; Report writing; Interpersonal Relations; Facilitation skills; Computer literacy; Numeracy; Language.

DUTIES: Provide patients with physical care; Provide elementary clinical nursing care; Maintain professional growth/ ethical standards and self-development.

ENQUIRIES: Ms PN Ndlandla Tel No: (034) 314 3085

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

APPLICATIONS: Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
CLOSING DATE: 23 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).

OTHER POST

POST 45/96 : ARTISAN PRODUCTION GRADE A-C (MECHANICAL) REF NO: P36/2018
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 : R179 523- R307 197 per annum (OSD)
CENTRE : Area Office, Greytown

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specifications and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to technical standards. Service equipment and/or facilities according to schedule. Quality assured serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/record. Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with the new technologies and procedures.

ENQUIRIES : Mr MP Ntuli Tel No: 033-355 4400
FOR ATTENTION : Ms T Madlala
NOTE : It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement.
ANNEXURE S

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho 2735, Office No. 136, 1st Floor, Tirelo building, Albert Luthuli Drive

FOR ATTENTION: Ms Gadifele Noge

CLOSING DATE: 23 November 2018 at 15H30

NOTE: Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post, must direct their enquiries to Ms Gadifele Noge. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications Verification as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

OTHER POSTS

POST 45/97: DEPUTY DIRECTOR (INFORMATION COMMUNICATION TECHNOLOGY) REF NO: 38/2018/19

SALARY: R697 011 per annum. The Inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign an employee contract.

CENTRE: Head Office - Mahikeng

REQUIREMENTS: Grade 12 plus Three (3) year tertiary qualification in IT / Computer System Engineering / Information Systems Qualification. Five (5) years’ experience of which 3 years must be working experience at Junior Management (Assistant Director) level. A valid driving license is a prerequisite. Willingness to travel is essential. Knowledge: Knowledge of Public Service prescripts and legislations relating to Corporate Governance of ICT. Knowledge of Corporate governance of ICT policy framework. Skills: Must have analytical skills. Good, organising, interpersonal, presentation and communication skills. Ability to work in a team as well as independently. Adhering to business ethics and deal with confidential matters. Ability to meet strict deadlines.

DUTIES: Implement Corporate Governance of ICT. Manage ICT services in line with service standards. Coordinate the review and development of ICT policies. Manage significant IT services risks. Recommend and assist with the acquisition, management and use of computing resources. Manage the ICT desktop hardware and equipment inventory audits. Create awareness of policies and standards...
ENQUIRIES: MR S. Mathako Tel No: (018) 388 3697

POST 45/98: ASSISTANT DIRECTOR (TRANSPORT LOGISTICS) REF NO: 33/2018/19

SALARY: R356 289 per annum (Level 09)
CENTRE: Head Office – Mahikeng
DUTIES: Manage and ensure the implementation of Freight Transport Strategies. Manage the implementation of National Freight Logistics Strategy. Manage the updated and continuous maintenance of North West Freight Data Bank. Manage the identification and prioritisation of Freight Infrastructure development in the North West Province. Manage the compilation of monthly reports. Manage personnel and their key responsibility areas within the Division: Transport Logistics.

ENQUIRIES: Mr. G.J. Methikge, Tel No: (018) 200 8205

POST 45/99: CHIEF ARTISAN (GRADE A) REF NO: 34/2018/19

SALARY: R365 646 (OSD)
CENTRE: Ngaka Modiri Molema District (Mmabatho Workshop)

ENQUIRIES: Mr. K.G. Seagiso Tel No: (018) 388 9200

POST 45/100: ARTISAN PRODUCTION (GRADE A) REF NO: 35/2018/19

SALARY: R179 523 per annum (OSD)
CENTRE: Rustenburg (X1 Post) NMM (X2 Posts)
REQUIREMENTS: Grade 10 Certificate or equivalent qualification plus a completed apprenticeship and passed Trade Test in Motor Mechanic. Two (2) years post qualification experience required as an Artisan in Fleet Management. Valid EC1 driving license and PDP. Grade 12 will be an added advantage. Knowledge: Technical analysis knowledge, PFMA, Knowledge of Road Transport Quality System (R.T.Q.S) Technical report writing and production process knowledge and skills. Knowledge of Public Service Regulation. Skills: Problem solving and analysis, Decision making and creativity, Self-Management and Analytic skills. Ability to communicate
and have Computer skills, Customer focus and responsiveness, Planning and organizing skills. Problem solving skills and decision making.

**DUTIES**


**ENQUIRIES**

Mr J. Leeuw, Tel No: (014) 523 5727
ANNEXURE T

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE: 26 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 45/101: ASSISTANT DIRECTOR: POLICY AND RESEARCH REF NO: CS 2018-28
(12 Months Contract Position)

SALARY: R356 289 per annum plus 37% in lieu of benefits (Level 09)

CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: An appropriate Post-graduate degree in social sciences such as law, criminology, sociology, psychology, anthropology, political science or public administration; A minimum of 3 years’ relevant work experience in the safety, violence, and/or criminal justice field. Recommendation: Experience in the following: policy development, planning, monitoring and evaluation, community engagement and facilitation; Experience and knowledge of the civilian oversight environment; Research, analysis and report writing and presentation skills; Project management skills; Coordination skills; Critical thinking and analysis skills. Competencies: Proven computer literacy skills in MS Office, Intranet and Internet; Critical thinking; Research, evaluation and analysis; Report writing; Prioritisation of competing tasks; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.

DUTIES: Conduct quantitative and qualitative research regarding safety, violence, the youth, crime and/or gang activity in the Western Cape; Engage with relevant stakeholders on the Directorate’s research findings, the Department’s outputs and its impact on safety in the province; Assist in developing and informing evidence-based policy aimed at improving safety in the Province; Participate in special policy and research projects aimed at improving community safety in the province.

ENQUIRIES: Ms G Dereymaeker at (021) 483 4804

POST 45/102: ASSISTANT DIRECTOR: PROJECT IMPLEMENTATION REF NO: CS 2018-29
(3-Year Contract Post)

SALARY: R356 289 per annum plus 37% in lieu of benefits (Level 09)

CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 3 years’ experience in a supervisory capacity. A valid code B driving licence. Recommendation: Experience in job creation projects; Database development and management; Report-writing on projects. Competencies: Knowledge of the following: Project Management; Community partnerships; Community Policing; Volunteerism; Excellent administration skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Planning and organising skills; Report writing skills; Interpersonal skills.

DUTIES: Manage the implementation of community projects; Manage the implementation of safety partnerships; Develop project plans and reports; Administrative support with ad hoc project requests and Supervision of subordinates.

ENQUIRIES: Mr G Hendricks at (021) 483 4317
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE: 26 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 45/103: HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES

REF NO: CAS 2018-37

SALARY: R242 475 per annum (Level 07)

CENTRE: Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in a heritage environment. Recommendation: Postgraduate qualifications (Honours, Masters, Doctorate) in heritage-related studies. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage resources management policies and guidelines (specifically those of HWC); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Related legislation in the heritage management process (such as NEMA, MRDA and municipal processes where applicable); Skills in office package suite and working knowledge of database such as the South African Heritage Resources Information System (SAHRIS) or similar.

DUTIES: Proactive identification of heritage resources and their significance through assisting local authorities and the public in integrating the heritage permitting process with local municipal planning processes; Applying scrutiny to the significance of identified heritage resources as well as grading previously unidentified heritage resources in the process of assessing impacts to these heritage resources; Provide professional and technical heritage assistance to the public as well as other departments and internal units and the promotion and increasing public awareness regarding the value of heritage and the role it should play in empowering civil society to nurture and conserve heritage; Monitoring and enforcement of compliance in terms of heritage policies and legislation by conducting site inspections and investigations prior to possible prosecution.

ENQUIRIES: Ms C Scheermeyer at (021) 483 9682

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: 26 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 45/104 : DIRECTOR: ECONOMIC DEVELOPMENT INTEGRATION REF NO: DEDAT 2018-28
(2 Year Contract Post)

SALARY : R1 005 063 per annum (Level 13) (All-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Honours degree in Social Sciences or related field; Minimum 5 years of management experience; Minimum 5 years of stakeholder management experience; Minimum 3 years’ experience in a corporate environment; and Minimum 3 years’ experience in an on-the-ground community environment. Recommendations: Advanced knowledge of government policies and programmes; Good understanding of the global, national and provincial economy; and Good exposure in economic development. Competencies: Excellent knowledge and understanding of the global, national and provincial economy; Knowledge and understanding of the government policy environment; Innovation, creativity and project management skills; Excellent communication skills and report writing skills at operating, management and executive levels; Strong strategic planning and leadership skills; and Knowledge of Human Resource management systems.

DUTIES : Manage the integration of provincial economic strategic initiatives in support of PSG 1; manage the implementation and coordination of new strategic initiatives and partners; Provide strategic collaboration and oversight support regarding economic partners; Manage intra- and intergovernmental relations internally and externally with economic stakeholders and partners; Financial Management; and People Management and Empowerment.

ENQUIRIES : Ms Jo-Ann Johnston (021 483 4165)

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 45/105 : DEPUTY MANAGER NURSING (LEVEL 1 AND 2) HOSPITALS
Chief Directorate: Metro Health Services

SALARY : R801 918 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimal educational qualification: Basic R425 (i.e. Degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional. Registration with the SANC as Professional Nurse: Competencies knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Ability to communicate verbally and in writing in at least two of the three official languages of the Western Cape and the ability to work on MS packages (Word, Excel, and PowerPoint). Corporate governance, knowledge of Human Resource and Financial management processes within a functional business unit and cost centres.

DUTIES : Provide strategic management and leadership within the nursing management. Clinical Governance, manage quality improvement of nursing care. Manage financial resources and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development.
ENQUIRIES : Dr BL Swartz Tel. No: (021) 370-1411
APPLICATIONS : Please submit your application to www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : Candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.
CLOSING DATE : 23 November 2018
POST 45/106 : DEPUTY DIRECTOR: MEDICAL SUPPORT
Chief Directorate: Metro Health Services

SALARY : R697 011 per annum (A portion of the package can be structured according to the individual’s personal needs).
CENTRE : Valkenberg Hospital, Observatory

DUTIES : Effective and efficient operational management and planning of the Clinical Support Services in the psychiatric hospital in terms of the relevant acts and regulations. Supervising Clinical Support Services. Manage the Quality Assurance and Risk Management program for the hospital by taking overall responsibility for the implementation of the National Core Standards for psychiatric health facilities. Act as the delegated official to manage the documentary compliance with the Mental Health Care Act, 2002 (Act 17 of 2002). Responsible for liaison with the Mental Health Review Board and for ensuring the resolution of all identified problems. Support the Chief Executive Officer to ensure effective and efficient functioning of the hospitals business units and support the development of matrix-management teams.

ENQUIRIES : Ms C Dean Tel. No. (021) 826-5805
APPLICATIONS : The Chief Director: Metro Health Services, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms R Hattingh
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 23 November 2018
POST 45/107 : CHIEF RADIOGRAPHER GRADE 1 (DIAGNOSTIC-MRI)

SALARY : R440 982 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostics Radiographer. Experience: A minimum of 3 years appropriate experience in MRI and Radiography (Diagnostics) after registration with the HPCSA. Inherent requirement of the job: Willingness to participate in a 24 hour service delivery, do call and be responsible for covering shifts in the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Knowledge in specialised MRI protocols will be an advantage. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal and supervisory skills and knowledge of the Staff Performance Management System. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Ability to manage...
and collate departmental statistics and supervise a subsection of the department. Ability to supervise and organise the MRI unit.

**DUTIES**
Responsible for the smooth running of the services in a sub-section of the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and participate in covering a 24 hour service in the department. Responsible for staff and student training in your area. Participate in the management of the Radiography cost centre. Manage radiography and support personnel, including staff performance appraisals. Ensure quality assurance and the purchase, use and care of suitable radiation protection. Engage with clinical engineering and vendors with regards to the maintenance of equipment. Participate in middle management and delegated management tasks, including statistic collation. Responsible for the quality assurance and quality control of the unit.

**ENQUIRIES**
Ms B Dreyer Tel No: (021) 938-5918
**APPLICATIONS**
The Chief Executive Officer; Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
**FOR ATTENTION**
Ms V Meyer
**NOTE**
No payment of any kind is required when applying for this post.
**CLOSING DATE**
23 November 2018

**POST 45/108**
**THERAPEUTIC AND MEDICAL SUPPORT SERVICE PROGRAMME COORDINATOR GRADE 1 (ENVIRONMENTAL HEALTH)**
Directorate: Community Based Programmes

**SALARY**
Grade 1: R440 149 per annum
Grade 2: R550 129 per annum

**CENTRE**
Head Office, Cape Town

**REQUIREMENTS**
Minimum educational qualification: Appropriate degree/Diploma in Environmental Health that allows registration with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the HPCSA as Environmental Health Officer. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA. Inherent requirement: A valid driver’s licence (Code B/EB). Competencies (knowledge/skills): Computer literacy. Proven experience on the coordination and management of Environmental Health Services. The ability to coordinate the response to Communicable Disease Control and managing Disaster and Outbreak. Ability to liaise between public and private sector health services. Knowledge of District Health Planning, management, monitoring and evaluation of public and environmental health programs. Knowledge and skills in data analysis and reporting procedures.

**DUTIES**
The overall planning and management of Environmental Health and interface between National and District Health services and policy implementation support. Effective monitoring, evaluation and support of District Municipal Environmental Health services. Coordinate the effective control over the sale of Group I Hazardous substances and to co-ordinate the investigation of chemical poisonings. Working closely with the Provincial Communicable Disease Control (CDC) component on the effective co-ordination of the response to notified medical conditions. Effective assistance and support to the Provincial Health Care Risk Waste (HCRW) management component within Engineering Directorate so as to be able to support districts and health institutions with the National/Provincial implementation plan for HCRW management.

**ENQUIRIES**
Ms T Qukula Tel No: (021) 483-2683
**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. Successful candidates may be subjected to a practical assessment.
**CLOSING DATE**
23 November 2018

**POST 45/109**
**RADIOGRAPHER GRADE 1 TO 3 (ULTRA-SONOGRAPHER)**
Chief Directorate: Metro Health Services

**SALARY**
Grade1: R374 364 per annum
Grade 2: R440 982 per annum
Grade 3: R519 456 per annum

**CENTRE**
Mitchell’s Plain District Hospital

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

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

ENQUIRIES : Ms C King, Tel No: (021) 377-4773

APPLICATIONS : The Chief Executive Officer: Mitchells Plain Hospital, Private Bag X9, Mitchells Plain, 7789.

FOR ATTENTION : Ms CC Johnson

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

CLOSING DATE : 30 November 2018

POST 45/110 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)
Central Karoo District

SALARY : Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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 Nursing or Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in
general nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in relevant specialty as mentioned above. Inherent requirement of the job: Willing to work shifts, day-night duty, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.

**DUTIES:**
Provide holistic nursing care to patients in a cost effective manner. Effective implementation of infection control policies and health and safety legislations. Effective manage and utilize human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.

**ENQUIRIES:**
Mr TW Ntombana Tel No: (023) 414-8200

**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. 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 without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “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:**
23 November 2018

**POST 45/111:**
**SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**
Chief Directorate: Metro Health Services

**SALARY:**
R299 709 per annum

**CENTRE:**
Alexandra Hospital

**REQUIREMENTS:**
Minimum educational qualification: Appropriate post Matric qualification in Labour Relations or applicable National Diploma/Degree. Experience: Appropriate experience in Labour Relations (LR) and Human Resource Development and Training. Knowledge of Labour Relations, Human Resource Development and Training Policies and procedures. Ability to analyse data in order to compile management reports, detailing relevant trend analysis. The ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in Ms Office and Internet.

**DUTIES:**
Interpret Labour Relations and Human Resource Development, Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD and Training Committee. Represent the hospital at all LR and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on all LR and HRD and Training policies, procedures and interventions. Assist in the development, implementation and evaluation of a Work Place Skills Plan and Co-ordinate induction training.

**ENQUIRIES:**
M. G Engelbrecht Tel No: (021) 503-5017

**APPLICATIONS:**
Please submit your application to www.westerncape.gov.za/health-jobs (click “online applications”).

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

CLOSING DATE : 23 November 2018

POST 45/112 : ARTISAN PRODUCTION GRADE A TO C (MECHANICAL) (X2 POSTS)
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade A: R179 523 per annum
          Grade B: R211 464 per annum
          Grade C: R246 870 per annum

CENTRE : Emergency Medical Services, Pinelands and Moorreesburg

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience:

Grade A: No experience required.
Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.
Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.

Inherent requirement of the job: Valid (Code B/EB) driver’s licence with PrDP. Ability to travel to the institutions throughout the Province. Competencies (knowledge/skills): Good communication and inter personal skills. Ability to work independently and in a team. Ability to work under pressure and to meet deadlines.

DUTIES : Stand-by duties and call-outs as required. Attend to emergency breakdowns, including after-hour repairs. Perform the necessary administrative function and control of staff. Supervise and assist with repairs and maintenance. Train Subordinates.

ENQUIRIES : Ms H Steenkamp Tel No: (023) 342-0478
APPLICATIONS : The Director: Emergency Medical Services, Private Bag X24, Bellville 7530.
FOR ATTENTION : Ms AJ Ruiters
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 November 2018

POST 45/113 : FOOD SERVICES AID
Eden District

SALARY : R96 549 per annum

CENTRE : Uniondale Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large food service unit. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Assist in receipt, store of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to elementary control measures and standard operating procedures as well as Health and Safety prescripts. Provide milk feeds to babies that are safe and made according to the Standard Operational Plan.

ENQUIRIES : Ms A Du Preez Tel No: (044) 752-1068
APPLICATIONS : The Director: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 30 November 2018

POST 45/114 : DRIVER (LIGHT DUTY VEHICLE)
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum

CENTRE : Helderberg Hospital, Somerset West

Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Transport Regulations. Ability to accept accountability and responsibility and to work independently.


ENQUIRIES: Mr A Joubert Tel No: (021) 850-4750
APPLICATIONS: The Chief Executive Officer, Helderberg Hospital, Private Bag X2, Somerset West, 7129.
FOR ATTENTION: Mr A Joubert
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 23 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: 26 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 45/115: MONITORING AND EVALUATION OFFICER: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 2018-125
12 Month Contract

SALARY: R356 289 per annum - plus 37% in lieu of benefits (Level 09)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years’ experience in a planning, implementation and/or reporting environment. Recommendation: Formal training or work experience in the following: Project management; Statutory planning (i.e Strategic Plans, Annual Performance Plans, Quarterly Performance Reports as well as Annual Reports. Competencies: Knowledge of the following: Result Based Monitoring and Evaluation; BizProjects and strategic management as it relates to Provincial Government; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Communication skills (written and verbal) in at least two of the three official languages in the Western Cape.

DUTIES: Promote provincial programme and project performance methodologies and compliance guidelines from DPME; Assess, monitor and support provincial departments and public entities to strategically plan and report on provincial performance information through Strategic Plans (SP), Annual Performance Plans (APP), Quarterly Performance Reports (QPR) and Annual Reports (AR); Provide system support and guidance on BizProjects and BizPerformance and assist with data quality assurance and performance reporting; Provide business support through quality assurance and support with the development and maintenance of all Programme Definitions and projects maintained on BizProjects.

ENQUIRIES: Mr J Barnard at (021) 483 4569
POST 45/116: PERSONAL ASSISTANT: ORGANISATION DESIGN REF NO: DOTP 2018-118

SALARY: R242 475 per annum (Level 07)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years' relevant experience in office administration and rendering support services to Senior Management. A valid driving licence. Recommendation: Working knowledge of procedures and policies applicable in the work terrain to support the senior manager; Experience in rendering a support service to Senior Management. Competencies: Good interpersonal and decision-making skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills; Customer service orientation; Ability to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Attention to detail; Planning and organising skills.

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

ENQUIRIES: Ms L Isaacs at (021) 466 9701/45

PROVINCIAL TREASURY

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE: 26 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 45/117: SYSTEMS MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 2018-50

SALARY: R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE: Provincial Treasury, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Finance; A minimum of 3 years’ management experience leading decentralised financial systems teams; A valid code B driving licence. Recommendation: ICT Project Management experience; Sound experience in managing financial systems; Management of staff and major ICT system projects; Support and maintenance of financial systems experience. Competencies: Knowledge of the following: Public sector financial management (PFMA, NTR, PTI’s); Public sector SCM legislation and policy frameworks; Public sector Personnel management; SITA act; Proven computer literacy: MS Office (Word, Excel, PowerPoint; Internet; Email); The following skills: People Management, Budgeting, Research, Presentation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: To manage the provision of the improvement and implementation of existing transversal system and eventual transition to the IFMS, ensuring compliance with the PFMA and other relevant legislation; To manage the monitoring and reporting on financial management system’s performance, processes and other systems; To manage the rendering of effective technical and strategic support (Helpdesk); Accountable for the development, implementation and refinement of a risk management framework to assess security and veracity of data; Accountable for
the development, implementation and refinement of a financial operational model that enforces good governance practices; Manage and be responsible for the roll-out of all major functionalities on transversal systems and the execution and co-ordination of all new financial system implementations; Manage the co-ordination and execution of Disaster recovery testing.

ENQUIRIES : Mr A Mazomba at (021) 483 5670
POST 45/118 : PROCUREMENT MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 2018-52

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); Minimum of 5 years’ relevant professional experience in Supply Chain Management/Contract Management and/or Procurement of which three years must be management experience; A valid Code B driving licence. Recommendation: Experience in financial analysis and/or risk management; Understanding of local government environment. Competencies: Knowledge of the following: MFMA; PPPFA and preferential procurement regulations; Standards for infrastructure model policy; CDIB standards; Asset management framework and ISO/SANS 55000 standards; Local government environment; Teamwork; Analytical thinking; Interactive communication; Developing others and relationship building; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES : Assess Supply Chain Management and Asset Management policies, and conduct physical SCM and Asset Management assessments at municipalities to put together GAP analysis for training material and other capacity building initiatives; Develop and implement training material, presentations and position papers; Design and implement capacity building initiatives to improve skills set and knowledge of SCM and Asset Management officials and suppliers through training, helpdesks, workshops and awareness campaigns; Develop and implement a supplier development programme to capacitate suppliers on how to do business with municipalities; Design, implement and maintain performance reporting on procurement information eg. B-BBEE spend, local content, deviations etc. for localisation of procurement project on CRA stats, expenditure and CSD.

ENQUIRIES : Mr R Moolman at (021) 483 6380
POST 45/119 : ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 2018-53

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate Honours Degree qualification; Minimum of 3 years management experience in Economic/Policy Research/ Strategic Planning/Budgeting or Policy Analysis environment; A valid code B driving license. Recommendation: An appropriate Masters Degree; A keen interest in working in an applied economic policy environment. Competencies: Knowledge of public sector strategic planning and budgeting; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Research writing and reporting skills; Strategic thinking and analytical ability.
DUTIES : Provide inputs into the budget overview and Medium Term Budget policy statement; Conduct; research and analysis to make recommendations for budget policy and allocations; Monitor and assess performance, budget implementation and alignment of budgets to strategic priorities; Provide support to provincial departments on budget planning and performance related matters.

ENQUIRIES : Ms R. Slinger at (021) 483 4023
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 : 26 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 45/120: MANAGER: SOCIAL WORK POLICY (PROFESSIONAL DEVELOPMENT) REF NO: DSD 2018-133

SALARY: R755 598 per annum (All-inclusive salary package) (Grade 1- OSD as prescribed)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification in Social Work (National Diploma/B-Degree) that allows professional registration with the SACSSP; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP. Note: Proof of first registration certificate as Social Worker with the SACSSP must be submitted with your online application; a valid driving licence. Competencies: Knowledge of the following: Current legislation; International instruments; Policies and procedures impacting on services to families; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South African public sector; Ability to develop, analyse, conceptualise and implement policies; Proven computer literacy; Monitoring, evaluation and reporting skills; Conflict resolution skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Ensure the development of continuous capacity building programmes for the Social Work and Community Development professions; Identify transformation programmes and empowerment interventions; Liaise with the national office regarding professional development interventions; Liaise with HEI’s regarding training interventions; Formalise and establish programmes that would enhance professional development in DSD; Develop and facilitate the development of training in Policy Education relating to within the ambit of the relevant legislative frameworks; Keep up to date with new developments in the social work field; Undertake complex social work research and investigations; Perform and/or ensure that all the administrative functions required are performed.

ENQUIRIES: Ms A van Reenen at (021) 483 9392

POST 45/121: SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (SALDAHNA) REF NO: DSD 2018-136

SALARY: Grade 1: R139 563 – R157 089 per annum
Grade 2: R166 650 – R187 560 per annum
Grade 3: R198 987 – R249 831 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years’ appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker;
as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts/ manuals; Consistently reflect the values and principles contained in the Bill of Rights and the social work profession’s code of Ethics in service delivery as a Social Auxiliary Worker; Self-management and motivation; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Customer service orientation/ Diversity citizenship skills.

**DUTIES**

Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; This would include support and assistance with the following actions: Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Record keeping; Updating and maintaining of databases/registers/systems (collaboration with Department of Justice, SASSA and other organisations).

**ENQUIRIES**

Ms C Nell at (027) 213 2096

**POST 45/122**

SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (BEAUFORT WEST) REF NO: DSD 2018-137

**SALARY**

Grade 1: R139 563 – R157 089 per annum
Grade 2: R166 650 – R187 560 per annum
Grade 3: R198 987 – R249 831 per annum (OSD as prescribed).

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

**Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years’ appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after
registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts/ manuals; Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's code of Ethics in service delivery as a Social Auxiliary Worker; Self-management and motivation; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Customer service orientation/ Diversity citizenship skills.

DUTIES

Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; This would include support and assistance with the following actions: Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Record keeping; Updating and maintaining of databases/registers/systems (collaboration with Department of Justice, SASSA and other organisations).

ENQUIRIES

Ms C Benadie at (023) 814 2055

POST 45/123

SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (MILNERTON)

REF NO: DSD 2018-138

SALARY

Grade 1: R139 563 – R157 089 per annum
Grade 2: R166 650 – R187 560 per annum
Grade 3: R198 987 – R249 831 per annum (OSD as prescribed).

CENTRE

Department of Social Development, Western Cape Government

REQUIREMENTS

Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years’ appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts/ manuals; Consistently reflect the values and principles contained in the Bill of Rights and the social work profession’s code of
DUTIES: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; This would include support and assistance with the following actions: Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Record keeping; Updating and maintaining of databases/registers/systems (collaboration with Department of Justice, SASSA and other organisations).

ENQUIRIES: Mr E October at (021) 555 2669

POST 45/124: SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (LANGA) REF NO: DSD 2018-139

SALARY: Grade 1: R139 563 – R157 089 per annum
Grade 2: R166 650 – R187 560 per annum
Grade 3: R198 987 – R249 831 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS:

Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker.

Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years’ appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP.

Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts/ manuals; Consistently reflect the values and principles contained in the Bill of Rights and the social work profession’s code of Ethics in service delivery as a Social Auxiliary Worker; Self-management and motivation; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Customer service orientation/ Diversity citizenship skills.

DUTIES: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; This would include support and assistance with the following actions: Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Record keeping; Updating and maintaining of databases/registers/systems (collaboration with Department of Justice, SASSA and other organisations).
vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; This would include support and assistance with the following actions: Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Record keeping; Updating and maintaining of databases/registers/systems (collaboration with Department of Justice, SASSA and other organisations).

ENQUIRIES

Mr E October at (021) 555 2669

POST 45/125

SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (DELFt) REF NO: DSD 2018-140

SALARY

Grade 1: R139 563 – R157 089 per annum
Grade 2: R166 650 – R187 560 per annum
Grade 3: R198 987 – R249 831 per annum (OSD as prescribed).

CENTRE

Department of Social Development, Western Cape Government

REQUIREMENTS

Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker. Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years’ appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts/ manuals; Consistently reflect the values and principles contained in the Bill of Rights and the social work profession’s code of Ethics in service delivery as a Social Auxiliary Worker; Self-management and motivation; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Customer service orientation/ Diversity citizenship skills.

DUTIES

Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; This would include support and assistance with the following actions: Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and
communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Record keeping; Updating and maintaining of databases/registers/systems (collaboration with Department of Justice, SASSA and other organisations).

**ENQUIRIES:** Ms C Engel at (021) 483 7675

**POST 45/126:** CUSTOMER CARE OFFICER: CUSTOMER CARE (METRO SOUTH) REF NO: DSD 2018-141

**SALARY:** R299 709 per annum (Level 08)

**CENTRE:** Department of Social Development, Western Cape Government

**REQUIREMENTS:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree); a minimum of 3 years relevant experience in Personnel / Finance or Social Welfare. Recommendations: Helpdesk / Call / On-line Certificate; Certificate in Basic Counselling or debriefing. Competencies: Knowledge of the following: Client care and information management, social welfare services, internal and external marketing and communication processes, Management, Human Resources and Financial and Administration; Sound organising and planning skills; Coordination skills; Research skills; Problem solving and Innovative skills; Computer literacy; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work in a team and independently.

**DUTIES:** Provide mechanisms and procedures for dealing with customer complaints: Develop a customer care implementation plan for the region in line with the implementation framework of the Department; Ensuring information is relevant and up to date with the current changes /affairs and issues within the department; Provide guidance and support to all regional personnel regarding customer care; Ensure that customer care policy and procedures are implemented within the region; Ensure optimal customer relations management; Customer Care reporting; Support client liaison personnel in service delivery team.

**ENQUIRIES:** Mr Q Arendse at (021) 763 6200

**POST 45/127:** CUSTOMER CARE ASSISTANT: CUSTOMER CARE REF NO: DSD 2018-134

**SALARY:** R163 563 per annum (Level 05)

**CENTRE:** Department of Social Development, Western Cape Government

**REQUIREMENTS:** Senior Certificate (Grade 12 or equivalent qualification. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Storage and

**DUTIES:** Perform front desk services by receiving and referring clients; Provide dispatch call service; Ensure register is signed and accurately completed; Facilitate all complaints and escalate accordingly; Compile monthly report regarding enquiries; Provide information to clients regarding available services; Assist clients on how to access services from the department; Render general administrative support services and maintain the database.

**ENQUIRIES:** Mr KJ Marthinus at 021 483 8833

**POST 45/128:** REGISTRY CLERK; LOGISTICAL SERVICES (METRO SOUTH) REF NO: DSD 2018-135

**SALARY:** R163 563 per annum (Level 05)

**CENTRE:** Department of Social Development, Western Cape Government

**REQUIREMENTS:** Senior Certificate (Grade 12 or equivalent qualification. Competencies: Knowledge of the following: Legislative framework governing the Public Service; Storage and
retrieval procedures in terms of the working environment; Registry duties, practices; Ability to capture data; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence: Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service: Opening and close files according to record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function: Open and maintain franking machine register; Franck post, record money and update register on a daily basis; Undertake spot checks on post to ensure no private post is included; Process documents for archiving and/disposal: Electronic scanning of files; Sort and package files for archives and distribution; Compile list of documents to be archived and submit to the supervisor; Keep records for archived documents.

**ENQUIRIES**

Mr C Palmer at (021) 763 6200

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**APPLICATIONS**

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

**CLOSING DATE**

26 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 45/129**

ENGINEERING TECHNICIAN (PRODUCTION LEVEL) ROAD NETWORK MANAGEMENT REF NO: TPW 2018-278 (X3 POSTS)

**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**

National Diploma (as recognised by SAQA) in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician on appointment or you must be registered within 6 months after date of appointment (proof of registration application must be submitted); A minimum of 3-years post qualification technical (Engineering) experience; A valid driving licence (Code B). Recommendations: Further post graduate studies in the field; Extensive experience in roads design. Competencies: Knowledge of the following: Programme and Project Planning; Existing National, Provincial and Local policies in a multi-disciplinary professional environment; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; People management skills; Proven computer literacy skills; Strategic capability and leadership skills; Sound Engineering and professional judgement; Technical report writing skills.

**DUTIES**

Render technical services: Assist Engineers, Technologists and Associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/ literate studies on technical engineering technology to improve expertise.
ENQUIRIES: Ms M Hofmeyr at (021) 483 3999

POST 45/130: ASSISTANT DIRECTOR: KNOWLEDGE AND INFORMATION SERVICES REF NO: TPW 2018-281

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 qualification); A minimum of 3 years' experience in rendering a support service to senior management; Valid driving licence. Recommendations: ECM Practitioner or Masters Course; Knowledge of project management. Competencies: Knowledge of content management; In-depth knowledge of budgets; Project management; Writing of reports and submissions; Procedures for receiving, responding to and managing requests/enquiries; Computer literacy; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Report writing skills; Planning and organising skills.

DUTIES: Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed KRAs that derive from component’s plans; Monitor and manage knowledge and information capacity building within the division; Actively manage and promote the maintenance of discipline within the Division; Initiate and manage change management plan; Facilitate MyContent revitalisation rollout; PAIA Management.

ENQUIRIES: Mr R Brown at (021) 483 6201

POST 45/131: LOSS CONTROL OFFICER: FRAUD AND LOSSES MANAGEMENT REF NO: TPW 2018-283

SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in field of Finance or Risk Management; A minimum of 2 years’ experience in Financial Management or Loss Control environment; A valid driving licence. Recommendations: Extensive supervisory experience. Competencies: Knowledge of the following: Loss Control Systems; Management of Losses and Claims, PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses, AFS and IFS reporting; Ability to assess evidence w.r.t losses and claims; Investigation skills, organising, planning, problem solving and analytical skills; Integrity; Monitor and prevent prescription; Proven written and verbal communication skills in at least two of the three official languages of the Western Cape; Computer literacy.

DUTIES: Implement an integrated loss control system; Ensure that losses are reported and recorded; Analyse and produce consolidated reports on status of cases; Maintain an integrated loss control register; Assist with the development of loss control prevention directives, instructions and guidelines; Promote the prevention of losses; Provide technical assistance and training on loss control; Ensure that cases are investigated, monitored, followed up and settled timeously; Liaise with Legal Services; Client Branches and other stakeholders; Responsible for skills development.

ENQUIRIES: Ms LD Atkins at (021) 483 3743