1. Introduction

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

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

2. Directions to candidates

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

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

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

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

3. Directions to departments

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

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

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

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

AMENDMENTS:

DEPARTMENT OF HOME AFFAIRS: Kindly note that the post of Deputy Director-General: Counter Corruption and Security Services with Ref No: HRMC 66/18/2, advertised in Public Service Vacancy Circular 45 dated 09 November 2018; the closing date has been extended to 30 November 2018.

MPUMALANGA: DEPARTMENT OF HEALTH: Kindly note that the post of Chief Executive Officer: Mmametlhake Hospital with Ref No: MPDoH/OCT/18/34, advertised in Public Service Vacancy Circular 40 dated 05 October 2018 and the post of Clinical Programme Co-coordinator: Quality Assurance: KwaMhlanga Hospital with Ref No: MPDoH/NOV/18/12 advertised in Public Service Vacancy Circular 46 dated 16 November 2018; they been withdrawn. Kindly note that the following posts advertised in Public Service Vacancy Circular 46 dated 16 November 2018; they were advertised with incorrect salary scales namely: of Laundry Manager: Bethal Hospital with Ref No: MPDoH/NOV/18/31, the correct salary scale is R196 407 (Level 06) and also the post of Assistant Director: Corporate Services: Embhuleni Hospital with Ref No: MPDoH/NOV/18/23, the correct salary scale is R444 693 (Level 10).

DEPARTMENT OF DEFENCE: Kindly note that the following posts advertised in Public Service Vacancy Circular 46 dated 16 November 2018; they were
advertised with incorrect salary scales namely: Assistant Director (Labour Relations, Equal Opportunities and Personnel Separation) with Ref No: DI/28/01/18 and Assistant Director Vetting Fieldwork with Ref No: DI/28/02/18; the correct salary scale is R356 289 (Level 09).

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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. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

CLOSING DATE: 14 December 2018

FOR ATTENTION: Ms J Masipa/Ms N Monyela

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 considered.

ERRATUM: kindly note that the Deputy Director (Branch Co-ordinator): Branch: Finance and Administration with Ref No: DBE/42/2018 advertised in Public Service Vacancy Circular 44 dated 02 November 2018, has been withdraw. We apologies for any inconvenience caused.

OTHER POSTS

POST 47/01: DEPUTY DIRECTOR REF NO: DBE/56/2018

Branch: Social Mobilisation and Support Services
Directorate: Health Promotion

SALARY: R826 053 per annum (All inclusive remuneration package)
CENTRE: Pretoria

REQUIREMENTS: A three year relevant post matric qualification (NQF Level 6) in Health Promotion, Public Health, Health Sciences, Psychology or Social Sciences is a minimum requirement. A Masters Degree will be an added advantage. Four (4) years’ relevant experience at supervisory/middle managerial level is required. This should be supported by an understanding of the policy mandate to provide sexuality education and health education/promotion coupled with extensive experience in the development, implementation and management of programmes for children and/or adolescents. Strong financial management skills are a prerequisite for the position. An understanding of current education, school health policies and trends as well as the evidence and interventions aimed at young women and girls, is required. Very strong communication skills (both verbal and written) are essential as are conceptual, organisational and administrative skills, networking skills, the ability to liaise with officials at all levels of government as well as with key stakeholders in the field. The successful candidate will be a self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation principles to their work. Applications are invited from appropriately qualified persons for this middle management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual and strategic leadership skills. The successful candidate will be responsible for leading the sector’s response to HIV, TB and learner pregnancy in schools and addressing the behavioural, social and structural drivers within the Department’s Care and Support for Teaching and Learning framework.

DUTIES: The successful candidate will co-ordinate the development of policies, strategies, guidelines and programmes to reduce new HIV and TB infections amongst learners, and to mitigate the impact of HIV and TB infection on the education
He/she will be responsible for leading programmes to prevent and manage teenage pregnancy in schools, in addition to conceptualising and managing projects, and leading the development of conditional grant frameworks, business plans, managing budgets and personnel, implementing and monitoring programmes and reporting. She/he will also co-ordinate and facilitate social mobilisation and advocacy campaigns; liaise and co-operate with departmental units, work closely with provincial education departments, national government departments, universities, research organisations as well as NGOs and civic organisations; represent the Directorate, both internally and externally as required; liaise with and report to project funders and manage internal and external partnerships. Applicants must have a valid driver’s license and be willing to travel extensively.

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

NOTE
Shortlisted candidates will be required to make a presentation to the interview panel as well as to undergo a writing test.

POST 47/02
DEPUTY DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME REF NO: DBE/57/2018
Branch: Social Mobilisation and Support Services
Directorate: National School Nutrition Programme (NSNP)

SALARY
R826 053 per annum (All inclusive remuneration package)

CENTRE
Pretoria

REQUIREMENTS
A three year relevant post matric qualification (NQF level 6) is a minimum requirement), coupled with 4 years relevant experience at supervisory/middle managerial level in a nutrition related field (must submit academic record or statement of results with application). Knowledge of relevant education policies and current trends in the field of education and nutrition. Knowledge of the Curriculum Assessment Policy Statements (CAPS). Knowledge of policy formulation. Knowledge of project and financial management. Knowledge of research methods and tools. Good knowledge of the public sector legislative and regulatory environment. Proven experience in report writing. A valid driver’s license is a prerequisite. Skills required: Coordination, facilitation, analytical and creative skills. Strong report-writing skills and communication (verbal and written) skills. Attention to detail and high level of accuracy. Effective public relations and public speaking skills. Critical thinking skills and self-discipline. Ability to work well under pressure with minimum supervision. Leadership, management, conflict resolution skills; Strong organising, planning and problem solving skills, Supervisory and Inter-personal skills, Proven ability to engage in proactive and informative discussions at all levels; A high degree of sound judgement in dealing with Government Officials, counterparts, partners and other role-players. Computer skills in MS Word, Excel, Access ad PowerPoint.

DUTIES
Manage and coordinate the implementation of the National School Nutrition Programme in provinces. Manage all business processes relating to compliance with the Conditional Grants including timely and quality reports. Support, monitor and guide the Provinces in all pillars of the school nutrition programme ensuring that it is effective and responsive to the needs of learners, Plan, execute and coordinate the National School Nutrition Best Schools and District Awards, facilitate and support capacity building workshops for provincial and district officials Conceptualise and initiate project proposals related to school nutrition; Oversee the process of establishing and coordination of partners to enhance and improve the NSNP, Facilitate, manage and coordinate all activities of a Province (to be delegated) as per approved business plan, Manage and support all related programmes as per the Care and Support for Teaching and Learning Framework (CSTL), including National School Deworming Programme, Water, Sanitation and Hygiene, (WASH) health and hygiene among others; Compile and analyse quarterly performance reports. Solicit, collaborate and engage partners and other role-players on nutrition related issues. Supervise junior staff. Perform other tasks as delegated.

ENQUIRIES
Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
POST 47/03 : ASSISTANT DIRECTOR: SCHOOL FEEDING REF NO: DBE/58/2018
Branch: Social Mobilisation and Support Services
Directorate: National School Nutrition Programme (NSNP)

SALARY : R444 693 per annum
CENTRE : Pretoria
REQUIREMENTS : A three year relevant post matric qualification (NQF level 6) in nutrition or dietetics is a minimum requirement, supported by at least three years’ experience in the relevant field of nutrition with a proven record in project management. An understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa. Knowledge of project and financial management. Co-ordination, facilitation, analytical and creative skills are essential. Conceptualisation and implementing nutrition education programmes and campaigns, experience in community nutrition will be an advantage. A valid driver’s license is a prerequisite. Skills Required: The incumbent should have the following skills and attributes: project management, conceptual and analytical skills, financial management, coordination and training/facilitation skills, assessment of and provision of guidance on the nutritional needs of school-going children, report writing, strong communication (Verbal and written) and interpersonal skills, computer literacy skills (Ms Word, Excel, Access and PowerPoint), leadership, conflict resolution, negotiation skills and problem-solving as well as an ability to establish and work with a spectrum of stakeholders.

DUTIES : The incumbent will be required to: ensure the successful feeding of learners in provinces in compliance with NSNP Grant Framework. Monitor and report on programme implementation. Conceptualise, develop and write project proposals towards programme innovation and improvement. Develop nutrition metrics to implement data-driven improvements. Coordinate and support the National School Deworming Programme, Water, Sanitation and Hygiene (WASH) Programme as well as relevant research on child nutrition. Facilitate the development of national and provincial business plans. Facilitate capacity building workshops. Compile monthly and quarterly progress reports. Review and analyse menu options in accordance with South African Based Dietary Guidelines making recommendations to all provinces. Collaborate and coordinate activities with other role players on nutrition issues and actively engage in nutrition education. Liaise with Nutrition Education sub-directorate in developing resource material in line with the curriculum assessment and policy statement (CAPS). Perform delegated tasks and willingness to travel extensively.

ENQUIRIES : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
APPLICATIONS: The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

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

CLOSING DATE: 07 December 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. People with disabilities are encouraged to apply.

OTHER POST

POST 47/04: ASSISTANT DIRECTOR: ASSETS MANAGEMENT

SALARY: R356 289 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree in Accounting/ Finance/ Business Management (NQF Level 7), plus 3 years’ supervisory experience in Asset Management. PLUS the following key competencies: Knowledge of BAUD and BAS, Public Finance Management Act, Treasury Regulations, PPPFA Thinking Demand Innovative and be able to solve problems Skills Proficient in MS Office (Excel and Word)Communication skills, Management skills, Good interpersonal skills Personal Attributes, Able to provide guidance to subordinates.

DUTIES: Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management register. Monitor and review the allocation of assets to asset holders. Overseer and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Supervise employees to ensure sound physical asset management.

ENQUIRIES: Ms Camagwini Ntshinga Tel No: 012 406 7829
ANNEXURE C

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

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

FOR ATTENTION: Mr I Letshedi

CLOSING DATE: 10 December 2018

NOTE: Application must be submitted on a signed Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document and a valid Driver’s License in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. For more information regarding the requirements and duties, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. The Department reserves the right not to make an appointment. No e-mailed, faxed or late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 47/05: CHIEF DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: COO04/2018

This is a re-advertisement and candidates who responded to the initial advertisement may still apply

SALARY: R1 189 338 per annum (All-inclusive annual remuneration package). The package includes a basic salary (70% of package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification in Human Resource Management (NQF level 7) as recognised by SAQA or an equivalent relevant qualification. A relevant postgraduate qualification and an understanding of the Public Service environment will be advantageous. Minimum of 5 years of experience at senior managerial level. Relevant and extensive work experience in the complete range of Human Resources functions. Knowledge and understanding of Human Resource legislation and regulatory frameworks. Proven strategic management and leadership skills. People management skills. Change management skills. Experience and skills in policy development and implementation. Financial management skills. Good communication skills (verbal and written). Good interpersonal, co-ordination and stakeholder liaison skills.

DUTIES: The successful candidate will provide overall strategic direction and leadership to the Chief Directorate: Human Capital Management and perform the following key functions. Provide an effective and comprehensive strategic Human Resources support service to the Department. Ensure the development and implementation of an HR plan/strategy for the Department. Ensure the effective implementation and co-ordination of the Department’s transformation priorities (employment equity, gender, disability, youth and children’s programmes). Oversee the
development and implementation of appropriate Human Resource policies and procedures. Maintain and enhance an effective employee performance management and employee relations systems and processes. Ensure the development and implementation of effective talent recruitment and retention strategies. Oversee training and development for the Department. Manage organisational development processes.

**ENQUIRIES**

Mr G Ntshane Tel No: (012) 399 8628
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

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

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 07 December 2018

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

OTHER POSTS

POST 47/06: INTERNAL AUDITOR REF NO: REF 3/1/5/1-18/30
Chief Directorate: Internal Audit

SALARY: Commencing Salary R196 407 per annum (Level 06)

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate National Diploma (NQF Level 6) or Three year Degree (NQF Level 7) in Internal Auditing or related qualification. Two years’ relevant experience in auditing environment. Knowledge of the Internal Audit Standards, PFMA and Treasury Regulations, Public Sector Act and Regulations, Teammate audit software, MS Office (Excel and Word). A valid driver’s licence. Oral and written communication skills. Ability to perform research, analyse and compile reports. The ability to work under pressure and willingness to work irregular hours.

DUTIES: The successful candidates will be responsible to Inspect audit engagement audit files and ensure all work done complies with the Internal Audit methodology and internal audit standards. Assist with administrative support to the committees (Audit Committee, and the Internal Audit and Risk Committee). Ensure compliance with GCIS prescripts by ensuring monthly, quarterly and annual reports are compiled for the Internal Audit as required. Be a champion for the Unit on general organisational matters (risk, occupational, security, and audit related administration). Input, advice and improvement regarding application and interpretation of functional directives, practices and procedures. Coordinate in-house training and training materials for the Unit. Assist with the planning,
fieldwork, execution and reporting on audit engagements as per the approved Internal Audit Annual Operational Plan.

**ENQUIRIES**

Mr E Nedzamba. Tel No: 012 473 0166

**NOTE**

Preference will be given to Coloured Male/Female, Indian Male/Female, and White Male/Female.

**POST 47/07**

SENIOR SECRETARY REF NO: REF 3/1/5/1-18/16

Chief Directorate: Cluster Communication

**SALARY**

Commencing Salary R196 407 per annum (Level 06)

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in possession of National Diploma (NQF 6) in Office Management, Secretarial studies or equivalent qualification. Experience: two (2) years’ secretarial experience. Skills: Excellent communication and interpersonal skills, ability to manage and plan the Chief Director’s diary, advanced minute taking skills during meetings, general office administration, advanced development of action plans and advanced computer literacy skill (Word, Excel, PowerPoint and Ms Outlook). Competencies: Ability to work independently and without close supervision and ability to work under pressure. The incumbent should be creative, innovative, flexible and highly motivated individual. Should also have some level of understanding of project management and coordination. Job knowledge: High degree of etiquette, working with a team, effective report writing, understanding of government’s mandate and the Social Sector and Governance and Administration clusters. Compilation and collation of information from the team (including cluster coordinators and project managers etc.), as well as internal and external stakeholders. Credible and proven experience in the secretarial and administrative function of an organization.

**DUTIES**

Provide secretarial support and general administration support to the Chief Directorate: Cluster Communication Social Sector, and Governance & Administration Clusters. Write routine notes, memos, letters and reports. Maintain an effective filing and document tracking system (electronic and physical). Develop new ideas to change existing procedures to improve filing tasks and document tracking. Create and maintain databases of internal and external stakeholders. Effectively, coordinate internal and external meetings, appointments and events. Compile agendas and take accurate minutes during meetings. Screen phone calls, inquiries and requests and handle them when appropriate. Diary and calendar management. Receive visitors, and organise parking and refreshments. Handle travel and accommodation arrangements, Subsistence & Travel (S&T) claims and budget cashflow information. Manage leave register. Deal with incoming email often corresponding on behalf of the Chief Director. Apply relevant public service and GCIS policies and procedures when executing tasks. Assist with budget and projections administration for the office of the Chief Director. Handle catering services in the office of the Chief Director.

**ENQUIRIES**

Mr I Moshoetsi Tel No: (012) 473 0147

**NOTE**

Indian Male/Female, and White Male/Female
ANNEXURE E

DEPARTMENT OF HEALTH

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

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

FOR ATTENTION: Ms M Shitiba

CLOSING DATE: 10 December 2018 @ 12:00 Mid-day

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

OTHER POST

POST 47/08: PERSONAL ASSISTANT I: ENVIRONMENTAL HEALTH REF NO: NDOH 58/2018
Directorate: Port Health Central Region

SALARY: R196 407 per annum

CENTRE: Pretoria

REQUIREMENTS: A Senior Certificate or equivalent NQF 4 certificate plus a Secretarial Diploma/Certificate or relevant qualification. At least one (1) year experience in rendering secretarial or administrative support to senior management. Knowledge of departmental procedures with regard to finance and budgeting. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Good communication (verbal and written), planning, organising, telephone etiquette and computer skills (MS Office packages).

DUTIES: Provides secretarial/receptionist support services to the Director. Rendering administrative support services. Ensure the flow of information and documents to and from the office of the Director. Provides support to the Director regarding meetings. Obtain inputs and compile records. Records minutes/decisions and communicates to relevant role-players and follow-up on progress made. Supports the managers with the administration of the Director’s budget. Collects and coordinates all the documents that relate to the Director’s budget. Maintain filing system. Ensure the safekeeping of all documentation in the office of the Director in line with relevant legislation and policies.

ENQUIRIES: Ms Funeka Bongweni Tel No: (012) 395 9728
JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for correctional services is an independent statutory body established to facilitate the inspection of correctional centres in order that the Inspecting Judge may report on the treatment of inmates and on conditions in correctional centres.

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

CLOSING DATE: 14 December 2018

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s)(including Senior Certificate/Matric) and ID-document (Driver’s license where applicable) not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the above/below posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant.

OTHER POSTS

POST 47/09: DEPUTY DIRECTOR: COMMUNICATIONS REF NO: JI 91/2018

12 months contract appointment
Directorate: Support Services

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

CENTRE: Pretoria


DUTIES: Render internal and external communication services for the office of the Inspecting Judge. Develop internal communications strategy and align that strategy to all regions. Provide internal communication support. Assist in enhancing the corporate image of the JICS. Perform management, coordination...
and operational tasks to maintain and improve online, internal and social media operations and ensure that they integrate with the department’s communication strategies and plans. Manage internal communication publication. Develop an internal staff newsletter. Source content and liaise with different branches for internal news. Develop a long-term news diary of events to support internal publications. Manage departmental notice boards, internal branding and provide communication support to departmental campaigns. Develop an internal branding strategy. Conceptualise and implement internal communication campaigns. Contribute to the development of operation plans and coordinate activities to support the outcomes of the Chief Directorate’s strategic outcomes. Application of the legislative and policy guidelines.

**ENQUIRIES**: Mr. E Brewis Tel No: 012 321 0303

**POST 47/10**: **HR PERSONNEL CLERK REF NO: JI 92/2018 (X1 POST)**

12 months contract appointment
Directorate: Support Services

**SALARY**: R163 563 per annum (Level 05) plus 37% in lieu of benefits

**CENTRE**: Cape Town

**REQUIREMENTS**: Applicants must be in possession of a Senior Certificate or equivalent qualification. Experience in Office Administration. Computer Literate (Word, Excel, PowerPoint, Outlook). Knowledge in HRM and Persal would be an advantage. Planning, organizing and negotiation skills. Ability to work independently and also as part of a team. Analytical and problem solving skills. Communication and listening skills. Time management skills. Conflict management skills. Knowledge of PERSAL system will be an added advantage.

**DUTIES**: The successful candidate will be responsible to provide Human Resources administrative support to the Judicial Inspectorate for Correctional Services by managing the leave. Capturing of staff grievances. Managing the process of appointments and resignations of staff members. Administration of staff benefits. Filing and updating of personnel files. Performance management.

**ENQUIRIES**: Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012

**POST 47/11**: **PROVISIONING ADMIN CLERK: PROCUREMENT REF NO: JI 93 /2018 (X1 POST)**

12 months contract appointment
Directorate: Support Services

**SALARY**: R163 563 per annum (Level 05) plus 37% in lieu of benefits

**CENTRE**: Cape Town

**REQUIREMENTS**: Applicants must be in possession of a Grade 12/Senior certificate. 1-3 years relevant working experience in a supply chain management environment. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numeric skills. Team player and strong organisational skills. Ability to work independently. Knowledge of SYSCON and LOGIS system will be an added advantage.

**DUTIES**: The successful candidate will be responsible for assisting with procurement of goods and services ad liaise with suppliers. Provide logistical support. Administer inventory, allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of asset register. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support.

**ENQUIRIES**: Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012

**POST 47/12**: **ADMINISTRATION CLERK – COMPLAINTS REF NO: JI 94 /2018 (X1 POST)**

12 months contract appointment
Directorate: Support Services

**SALARY**: R163 563 per annum (Level 05) plus 37% in lieu of benefits

**CENTRE**: Cape Town

**REQUIREMENTS**: Applicants must be in possession of a Grade 12/Senior certificate or equivalent qualification. 1-3 year’s relevant working experience. Computer literacy (Word, Excel, PowerPoint and Outlook). Planning and organising skills. Ability to work independently.
independently and as part of a team. Ability to multi-task and extensive administrative capabilities. Good writing skills. Analytical and problem-solving skills. Human Rights and Correctional Background would be advantageous. Driver's license would be an added advantage.

**DUTIES**: The successful candidate will be responsible for maintaining a database on all complaints received and captured. Transmit and updated record of all urgent complaints received by DMR. Transmit an updated record of all general complaints to DMR. Provide a statistical analysis on all complaints received and dealt with. Handle queries on complaints.

**ENQUIRIES**: Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012

**POST 47/13** : **ADMINISTRATION CLERK – MANDATORY REF NO: JI 95/2018 (X1 POST)**
12 months contract appointment
Directorate: Support Services

**SALARY** : R163 563 per annum (Level 05) plus 37% in lieu of benefits

**CENTRE** : Cape Town

**REQUIREMENTS** :
Applicants must be in possession of a Grade 12/Senior certificate. 1-3 year’s relevant administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities. Computer literacy (Word, Excel and Outlook). Driver's license would be an added advantage. Proficiency in English and at least one other official language. Human Rights and Correctional background would be advantageous.

**DUTIES** :
The successful candidate will be responsible for assisting the unit with capturing, organising, storing and retrieving mandatory reports (death, mechanical restraints, segregation and use of force) as reported by the Head of Correctional Centre. Update registers, statistics and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages within the unit. Keep and maintain the filing system for the mandatory unit. Type letters and/or other correspondence with stakeholders. Keep and maintain the incoming and outgoing document register of the mandatory unit.

**ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012

**POST 47/14** : **ADMIN CLERK – FINANCE REF NO: JI 96/2018 (X2 POSTS)**
12 months contract appointment
Directorate: Support Services

**SALARY** : R163 563 per annum (Level 05) plus 37% in lieu of benefits

**CENTRE** : Cape Town

**REQUIREMENTS** :
Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (Ms Word, Excel and Outlook),1-3 years relevant financial administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language. Knowledge of PERSAL/ BAS and LOGIS system will be an added advantage.

**DUTIES** :
The successful candidates will be responsible for assist with Debt administration. Follow-up on outstanding invoices. Assist with the BAS/LOGIS transactions. Compiling of finance payments. General administrative duties.

**ENQUIRIES** : Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012

**POST 47/15** : **MESSENGER/ CLEANER (X5 POSTS)**
12 months contract appointment
Directorate: Support Services

**SALARY** : R96 549 (Level 02) plus 37% lieu of benefits

**CENTRE** :
Bloemfontein Ref No: JI 97/2018
Centurion Ref No: JI 98/2018
Cape Town Ref. No: JI 99/2018
Durban Ref No: JI 100/2018
East London Ref No: JI 101/2018
**REQUIREMENTS**  :  Applicants must be in possession of a Grade 10 or ABET (NQF level 1-4). Relevant work experience. Ability to use machinery (vacuum, urn etc.). Ability to read and write. Communication and listening skills. Planning, organising and people skills.

**DUTIES**  :  The incumbent will be responsible for cleaning offices and create an orderly working environment. Cleaning GG vehicles and safekeeping of equipment. Ordering cleaning material. Ad-hoc tasks as delegated by the supervisor.

**ENQUIRIES**  :  Ms. P. Luphuwana, Ms. S Suliman Tel No: 021 421 1012
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.

CLOSING DATE : 10 December 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 POSTS

POST 47/16 : ADMINISTRATIVE OFFICER (X2 POSTS)

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

CENTRE : Magistrate Phalaborwa (Lulekani) Ref No: 11/18/LMP (X1 Post)
Magistrate Thabazimbi Ref No: 11/18/LMP (X1 Post)

REQUIREMENTS : Bachelor’s degree or equivalent qualification; Three years' experience in Administration; A valid code B drivers’ license. Skills and Competencies: Computer literacy MS Office; Good interpersonal skills; Ability to work under pressure; Attention to detail; Experience in Court Administration will serve as an added advantage.

DUTIES : Key Performance Area: Supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking the work done in the Civil and Criminal Courts; Checking the work done in finance section MMT through JDAS and Vote Account; Reconcile Witness Fees, and MMT; Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Supervise administrative staff on a daily basis; Co-ordinate and manage the financial and human resources of the Office.

ENQUIRIES : Mr. TP. Maakamedi. ☎ 015 287 2026 or Ms MR Phalane ☎ 015 287 2036

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
POST 47/17: COMMUNICATION OFFICER: INTERNAL REF NO: 18/220/PEC

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

CENTRE: National Office: Pretoria

REQUIREMENTS: Bachelor’s Degree or National Diploma in Journalism Communication or relevant qualification; Minimum 1 year experience in journalism; Experience in working with print and online publications; A valid driver’s license. Skills and Competencies: Communication skills (verbal & written); Ability to work under pressure and meet deadlines; Computer literacy (MS Word and Power Point); Interpersonal and organizational skills; Able to work with diverse personalities; Willingness to travel extensively; Ability to work long hours.

DUTIES: Key Performance Area: Conduct appropriate research and develop content on a wide range of issues for the newsletters and other publications; Write, sub-edit and proofread articles for both electronic and print publications; Assist with internal communication surveys, the newsletter production process and develop appropriate content for booklets, pamphlets & posters; Provide photography and videography for the unit.

ENQUIRIES: Mr O Melato (012) 315 1351

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

NOTE: People with disabilities are encouraged to apply.

POST 47/18: COMMUNICATION OFFICER: COMMUNITY OUTREACH REF NO: 18/219/PEC

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

CENTRE: National Office: Pretoria

REQUIREMENTS: 3 years Degree/National Diploma qualification in Communication Services or Social Science; At least 1 year experience in community outreach environment; A valid driver’s license. Skills and Competencies: Presentation (public speaking) and report writing skills; Ability to apply legislation; Research, analytical thinking and problem solving skills; Ability to work independently and under pressure; Mediation and conflict resolution skills; Computer literacy (MS word and Power Point Presentation); Creative project design and organizational skills; Project Management skills; Willingness to travel and work over the weekends.

DUTIES: Key Performance Area: Plan, convene and facilitate workshops/ information sessions/ outreach projects with communities, especially vulnerable groups and people at rural areas; Conduct research into the needs and perceptions of communities with regards to the services offered by the department; Distribute information material; Establish partnership with members of civil society who deal with DOJ & CD related matters.

ENQUIRIES: Mr O Melato (012) 315 1351

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

NOTE: People with disabilities are encouraged to apply.
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.

CLOSING DATE: 10 December 2018 at 12:00

NOTE: Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. No late applications will be accepted. Please 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. 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 47/19: DIRECTOR: E-TENDERING REF NO: S079/2018
Purpose: Design, develop, implement and maintain e-tendering functionality in the state procurement system for national, provincial and local sphere of government with a view to contribute towards efficient and effective procurement practises.
Division: Office of the Chief Procurement Officer (OCPO)

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

REQUIREMENTS: A Degree in Information Technology, Information Systems, and/or Strategic Sourcing or equivalent (NQF Level 7) as recognised by SAQA, Registration with a relevant supply chain and/or information technology professional body will be an added advantage, Minimum 5 years’ experience at a middle management level in the implementation of public and private sector procurement ICT solutions, Experience in business process engineering and business transformation, Experience in successfully transforming and modernising procurement ICT within a large public entity, multi-national corporation and/or national government department, Extensive experience in the development of enterprise-wide procurement ICT architecture.

DUTIES: Design, develop, implement, maintain and enhance e-tendering systems, solutions and tools for all spheres of government: Initiate and oversee research regarding international and national e-procurement standards and practices, Design e-procurement systems for all spheres of government (e-tendering, e-reporting, procurement data analysis, market trends, forecasts, innovations, business intelligence, category management, classified spend data, process improvement, benchmarks and performance management system). Develop e-procurement system for all spheres of government, Maintain and enhance e-tendering system for all spheres of government Establish capability to operate the e-procurement system of government: Design and develop training programmes for system users as well as suppliers, Provide support to users and suppliers in operating the e-tendering system of government, Provide training and capacity building to users (officials and suppliers) of the e-tendering system of government, Monitoring and report on proficiency of users and take recommended action where required, Develop capability of provincial treasuries to optimise the e-tendering system Monitor and report on e-procurement information, Design and develop an e-tendering performance management tool to measure effectiveness and efficiency.
including performance against procurement standards and measurement metrics, provide transparent and accessible procurement information through the provision of timely, accessible and accurate information to stakeholders, publish quarterly reports and press releases on procurement information in accordance with SCM metrics, enable e-engagement with suppliers on SCM performance information and queries, support IFMS development and implementation, contribute to successful development of world class SCM IFMS module, contribute to implementation of SCM IFMS module at national and provincial departments and municipalities, contribute to optimising return on investment of SCM IFMS investment.

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

POST 47/20 : DIRECTOR: E-COMMERCE CENTRE REF NO: S080/2018
Purpose: Design, develop, implement and maintain an e-Commerce Centre for national, provincial and local sphere of government with a view to contribute towards efficient and effective procurement practises.
Division: Office of the Chief Procurement Officer (OCPO)
SALARY : R1 005 063 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Degree in Information Technology/ Information Systems/ Strategic Sourcing as recognised by SAQA. Registration with a Supply Chain/ Information Technology professional body, will serve as an added advantage, Minimum 5 years' experience at a middle management level in the implementation of public and private sector procurement ICT solutions, Experience in business process engineering and business transformation, Knowledge and experience in the development of enterprise-wide procurement ICT architecture, Experience in transformation and modernization of procurement ICT within State Owned Corporations (SOC's)/ Multi-National Corporations/ National Government Departments.
DUTIES : Initiate and oversee research regarding international and national e-commerce centres in respect of standards and practices, Design e-commerce centre for all spheres of government (e-catalogue, e-inventory, e-reporting, procurement data analysis, market trends, forecasts, innovations, business intelligence, category management, classified spend data, process improvement, benchmarks and performance management system), Develop e-Commerce Centre for all spheres of government, Maintain and enhance e-Commerce Centre for all spheres of government, Establish capability of Government’s E-Commerce Centre: Design and develop training programmes for system users, Provide support to users and suppliers in operating the e-commerce centre system of government, Provide training and capacity building to users (officials and suppliers) of the e-Commerce Centre of government, Monitoring and report on proficiency of users and take recommended action where required, Develop capability of provincial treasuries to optimise the e-Commerce Centre impact, Monitor and Evaluate e-Commerce Centre: Design and develop an e-Commerce Centre performance management tool to measure effectiveness and efficiency including performance against procurement standards and measurement metrics, Provide transparent and accessible procurement information through the provision of timely, accessible and accurate information to stakeholders, Publish quarterly reports and press releases on procurement information in accordance with SCM metrics, Enable e-engagement with suppliers on SCM performance information and queries, Maintain reporting portal/website IFMS development and implementation: Contribute to successful development of world class SCM IFMS module, Contribute to implementation of SCM IFMS module at national and provincial departments and municipalities, Contribute to optimising return on investment of SCM IFMS investment

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

POST 47/21: DIRECTOR: FISCAL RESEARCH REF NO: S081/2018
Purpose: To provide analysis and policy advice on the interaction between fiscal policy and the economic environment, including the development of a budget framework that supports government in the achievement of social and economic development.
Division: Budget Office (BO)

SALARY: R1 005 063 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A Degree in Economics / Accounting, 5 years’ experience obtained at a middle management level in economic analysis and research, Experience in policy development and communication, Knowledge and experience in analysis and research, Understanding and utilisation of mathematics.

DUTIES: Manage, develop and provide analysis of the government fiscal framework underpinning the annual Budget Review and Medium Term Budget Policy Statement, this also includes fiscal scenario planning, Provide regular analysis of key fiscal variables, including revenue, expenditure, and debt performance, Provide analysis of key fiscal balances in order to enhance understanding of public finance sustainability, government savings and investment Research: Research in support of achieving an improved understanding of the interactions between key fiscal variables and the broader macro economy, Research and analysis of key fiscal variables in line with assessing government’s contributions to development and growth, Research into performance of government revenue performance and implications for budgeting, Research into performance of government expenditure and as it relates to a countercyclical fiscal stance Economic Forecasting: Participate in the economic forecasting process, Provide fiscal variables to the forecasting process and reports on SARB outcomes vis-à-vis budget forecasts, Oversee the fiscal variable database to make improved contributions to the forecasting process, Develop principles to govern forecasts and better understand the trends in revenue, expenditure and debt Liaison and Advice: Advise on a sound and sustainable fiscal policy stance and broader budget frameworks, Communicate the fiscal stance and its effect on the economy through presentations and reports to National Treasury and external clients, Liaise with Macroeconomic Policy Unit, Asset and Liability Management, Tax Policy Unit and Expenditure Planning and International Relations and Economic Policy on matters relating to the fiscal framework, Coordinate the provision of data inputs to various forums and processes.

ENQUIRIES: Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS: National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.bo@treasury.gov.za, please state reference number and title of position on the subject line of the email

POST 47/22: DIRECTOR: NATIONAL BUDGETS REF NO: S082/2018
Purpose: To manage the work of the National Budgets Directorate, that is responsible for developing and coordinating processes to ensure that the national government budget determination and expenditure reporting process is run in an efficient and effective manner in accordance with relevant legislation and policies.
Division: Budget Office (BO)

SALARY: R1 005 063 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A degree in Economics/ Public Administration/ Public Finance, 5 years’ experience obtained at a middle management level in government budget planning and fiscal policy development, In-depth knowledge and experience of the government policy framework on budget planning, Knowledge of the public sector budget processes policy and medium term policy planning.

DUTIES: Develop and implement the concept and approach to national government’s in-year and medium term expenditure framework expenditure allocation processes,
Coordinate national budget process operations, Manage budget allocation decision making forums, Obtain approval from the Executive regarding expenditure allocation proposals, Provide recommendations and advise on procedures for dealing with the funding of disasters and other expenditure matters, Develop policies and obtain approval for national departments’ cash flows, Compile reports on expenditure to contribute to decision making in respect of budget allocations, Coordinate and manage the production of the Appropriation, Adjustments Appropriation as well as any Finance bills, Coordinate and manage the production of the Expenditure of National Expenditure and the Adjusted Estimates of National Expenditure publications.

ENQUIRIES
Ms Caroline Modibane Tel No: 012 315 5092

APPLICATIONS
National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.bo@treasury.gov.za, please state reference number and title of position on the subject line of the email
ANNEXURE I

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICATIONS:
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. www.dpme.gov.za

FOR ATTENTION:
Ms J Mchunu

CLOSING DATE:
07 December 2018 @ 12:00 pm

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

OTHER POST

POST 47/23:
ADMINISTRATIVE OFFICER REF NO: 090/2018
CD: SEIAS

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

CENTRE:
Pretoria

REQUIREMENTS:
A 3 year tertiary qualification (NQF 06) in the areas of Public Administration, Office Management/Administration or equivalent with at least 3 years appropriate experience of which 2 years must be in an administrative environment and 1 year at supervisory level. An NQF 7 qualification will serve as an advantage. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written
communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have good knowledge of PFMA and Public Service Act and Regulations.

**DUTIES**: The successful candidate will be responsible for rendering effective administrative support to the Chief Directorate. This entails rendering of effective procurement support: Compile and coordinate procurement plans for the Unit which is aligned to the budget and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the Unit collecting, analysing and collating of information as requested by the Supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor, sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP's and ensure that leave registers are completed in the Unit. Updating/recommending of enabling Prescripts, Policies and Procedures.

**ENQUIRIES**: Ms Jabulile Mchunu Tel No: (012) 312-0462
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: Head Office: 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: 07 December 2018 @ 16h00

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

ERRATUM: Kindly note that the following posts advertised in Public Service Vacancy Circular 44 dated 02 November 2018 they were erroneously advertised namely:

- Assistant Director: Secretariat: Office of the Senior Executive Officer
  PMTE was advertised with incorrect salary of R444 693, the correct salary is R356 289,
- Senior Provisioning Officer: Logistics (subsistence and travel) Ref No: 2018/191 was advertised with incorrect job title, the correct job title is Senior Admin Officer,
- Assistant Director: User Demand Management (X2 Posts) Correctional Services: finance and administrative services with Ref No: 2018/181 and Senior Administration Officer: Finance and administration services with Ref No: 2018/187 SAPS & IPID (X2 Posts), they have been withdrawn.

OTHER POSTS

POST 47/24: ASSISTANT DIRECTOR: IAR ACCOUNTING REF NO: 2018/211

12 Months Contract

SALARY: R444 693 per annum

CENTRE: Head Office

REQUIREMENTS: A three year tertiary qualification in Accounting or equivalent qualification and relevant appropriate experience in Asset Management, financial reporting or project management. Willingness to travel, Valid unendorsed drivers licence, excellent inter-personal Skills, Programme and Project management skills and Planning and coordination Skills. Presentation and facilitation skills and Financial Management Skills. Ability to work under pressure and dead line driven. Advanced Computer literacy and Policy analysis and development skills. Prioritizing and managing workflow to be outcome orientated. Ability to work independently and handle confidential information. People Management Skills, Strategic capability and Quality management skills. Good Verbal and written communication Skills. Understanding the Business functions and processes of the Department, GRAP requirements for immovable assets, National Treasury Regulations and Public Finance Management Act.

DUTIES: Ensure that all business tasks are executed in accordance with the adopted policies and procedure. Perform monthly reconciliations between IAR and sub-
ledgers. Investigate reconciling items and prepare necessary adjustments. Maintain the AUC register. Ensure that the IAR is updated timely. Engage with various stakeholders to ensure that the IAR is aligned to their requirements. Engage with relevant stakeholders to ensure the IAR is updated timely and contains accurate information. Assist with the preparation of the immovable asset note to the Annual Financial Statements. Prepare and maintain an updated audit file. Assist with the year-end close process. Engage with relevant stakeholders. Analyse itemised billing register and lease register and confirm ownership. Investigate discrepancies and report on results.

ENQUIRIES: Mr. Siboniso Sokhela Tel No: (012) 406 2043

POST 47/25: ASSISTANT DIRECTOR: IAR DATA ANALYST REF NO: 2018/212
12 Months Contract

SALARY: R444 693 per annum
CENTRE: Head Office
REQUIREMENTS: A three year tertiary qualification in Information Technology or equivalent qualification and relevant appropriate experience in the property management, IT environment or Data Management. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills Communication and Presentation Skills. Ability to work under pressure and dead line driven. Self-driven, independent individual with troubleshooting and problem solving skills. Advanced MS Office Skills. Data analysis, Data Standardization, Data Warehousing, Project Implementation and management, GIS and state land knowledge will be an added advantage.

DUTIES: Ensure all business tasks are executed in accordance with the adopted policies and procedures. Manage and maintain IAR data and data projects related to DPW and other stakeholders. Assist in the implementation of controls associated with management of the integrity of the IAR Master data (Manual and Automated controls). Maintain alpha-numeric data structures to ensure data links with spatial data. Standardise and upload data into a common platform for analysis, reporting and a single point of truth. Reconcile the UAMPS, CAMPS, WIP, Vesting, CSG and Deeds data with the IAR of the Department and monitor completeness. Ensure the IAR is updated with physical verification feedback, acquisitions, valuations, disposals and transfers. Ensure the IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements. Engage with various stakeholders to ensure the IAR is aligned to their requirements.

ENQUIRIES: Mr. Siboniso Sokhela Tel No: (012) 406 2043

POST 47/26: ASSISTANT DIRECTOR: IAR CONCURRENT MANDATE REF NO: 2018/213

SALARY: R444 693 per annum
CENTRE: Head Office

DUTIES: Assist and provide guidance in the development and implementation of IARs (Provinces and other National Custodians) policies, frameworks and guidelines, processes, norms & standards and strategies in collaboration with National, Provincial and Local government custodians to ensure uniformity in the accounting of immovable assets for the State. Provide appropriate support, advice and guidance to Provinces and other National custodians to ensure a compliant IAR. Reconcile Deeds download to be analysed and incorporated into the National and
Provincial IARs. Identify erroneously vested land parcels to be rectified by National and Provincial custodians, for example, police stations vested in the name of the Province. Monitor Fair Value progress in Provinces and other National Custodians IAR as approved by Technical MinMec and as per the Immovable Asset Guide. Provide support to the Operation Bring Back programme. Contribute towards successful execution of the Concurrent mandate. Facilitate the process of section 42 transfers. Identify Registered Owner Rectification (incorrectly vested properties in the name of National or Provincial Government). Identify & eliminate all duplications among custodians. Assist with the Investigation dual ownership and change of registered owner. Ensure that Provinces and other National Custodians are appropriately empowered with the information to successfully execute their IAR responsibilities.

ENQUIRIES: Mr. Siboniso Sokhela Tel No: (012) 406 2043

POST 47/27: ASSISTANT DIRECTOR: IAR ACCOUNTING REF NO: 2018/214

SALARY: R444 693 per annum
CENTRE: Head Office
REQUIREMENTS: A three year tertiary Qualification in Accounting or equivalent qualification and relevant appropriate experience in Asset Management, financial reporting or project management. Willingness to travel. Valid unendorsed drivers licence, excellent inter-personal Skills, Programme and Project management skills and Planning and coordination Skills. Presentation and facilitation skills and Financial Management Skills. Ability to work under pressure and dead line driven. Advanced Computer literacy and Policy analysis and development skills. Prioritizing and managing workflow to be outcome orientated. Ability to work independently and handle confidential information. People Management Skills, Strategic capability and Quality management skills. Good Verbal and written communication Skills. Understanding the Business functions and processes of the Department, GRAP requirements for immovable assets, National Treasury Regulations and Public Finance Management Act.

DUTIES: Ensure that all business tasks are executed in accordance with the adopted policies and procedure. Perform monthly reconciliations between IAR and sub-ledgers. Investigate reconciling items and prepare necessary adjustments. Maintain the AUC register. Ensure that the IAR is updated timely. Engage with various stakeholders to ensure that the IAR is aligned to their requirements. Engage with relevant stakeholders to ensure the IAR is updated timely and contains accurate information. Assist with the preparation of the immovable asset note to the Annual Financial Statements. Prepare and maintain an updated audit file. Assist with the year-end close process. Engage with relevant stakeholders. Analyse itemised billing register and lease register and confirm ownership. Investigate discrepancies and report on results.

ENQUIRIES: Mr. Siboniso Sokhela Tel No: (012) 406 2043


SALARY: R444 693 per annum
CENTRE: Head Office
DUTIES: To assist in co-ordinating and executing work packages for the physical verification of immovable assets under DPW’s custodianship: Assist with the planning of the physical verification project over a 5 year cycle. Monitor the regional project plans and provide reports, conducting ad-hoc site visits. Assisting with the Quality Assurance process at Head Office. Supervision of Head Office staff responsible for the physical verification project. Record keeping of resources. Co-ordinate the logistics and tools required to effectively manage the day to day verification processes of the asset register: Monitoring the IAR verification support tools, including mobile applications and system tools. Assist Regional Project Managers and fieldworkers to obtain access to the buildings. Provide appropriate support to IAR fieldworkers during the verification processes. Monitor daily fieldwork statistics. Assist with query co-ordination. Investigation and resolution and provide support on all ad hoc IAR projects or tasks.

ENQUIRIES: Mr. Siboniso Sokhela Tel No: (012) 406 2043

POST 47/29: ASSISTANT DIRECTOR: IAR PROJECTS & SUPPORT REF NO: 2018/216 (X3 POSTS)

SALARY: R444 693 per annum
CENTRE: Head Office

DUTIES: Ensure that all business tasks are executed in accordance with the adopted policies and procedures. Conduct investigations to validate ownership of immovable assets under the custodianship of the Department of Public Works, other National and Provincial custodians. Provide appropriate support and ensure successful completion of all IAR Projects (Operation Bring Back, Surveying of DPW land parcels and State Domestic Facilities. Manage the process of vesting land parcels and endorsement of title deeds to ensure that quarterly targets are achieved. Transfer/conveyancing of approved disposals in respect of socio-economic purposes. Ensure compliance with the relevant legislation in terms of the Constitution, PFMA, GIAMA, GRAP and National Treasury guidelines.

ENQUIRIES: Mr. Siboniso Sokhela Tel No: (012) 406 2043

POST 47/30: ASSISTANT DIRECTOR CANDIDATE GIS PROFESSIONAL: IMMOVABLE ASSET REGISTER REF NO: 2018/210 (X2 POSTS)

12 Months Contract

SALARY: R356 289 per annum
CENTRE: Head Office
REQUIREMENTS: A three-year tertiary qualification in Geography and Information Technology and relevant experience in Geographic Information Systems and Asset Management. Experience in State land administration and verification of immovable assets will be an added advantage. A Valid driver’s Licence. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES: Perform desktop GIS planning. Geographical referencing of administrative geographical data: Analysis, geo-coding, editing of land data. Investigate, localize and spatially link the cadastral data to the IAR. Manage the process of capturing and digitizing of building foot prints to support field verification processes. Build
effective partnerships with internal and external stakeholders. Research and document suitable GIS concepts to assist in enhanced workflows. Assist Director in defining and controlling spatial data on the Immovable Asset Register database. Maintain alpha-numeric data structures to ensure data links with spatial data. Support in the development of GIS Dashboards and Mobile apps for DPW and public works sector. Render in-house GIS training sessions to the staff and other business units within the Department.

ENQUIRIES : Mr. Siboniso Sokhela Tel No: (012) 406 2043
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:
07 December 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.

MANAGEMENT ECHELON

POST 47/31
CHIEF DIRECTOR: STRATEGIC LAND REFORM INTERVENTIONS
REF NO: 3/2/1/2018/542
Chief Directorate: Strategic Land Reform Interventions
This is a re-advertisement, applicants who applied previously must reapply.

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

CENTRE:
Pretoria

REQUIREMENTS:
Bachelor’s Degree in Development Studies/Social Sciences/Agricultural Management/Agriculture Economics. 5 years’ experience in a senior management position. Job related knowledge: Departmental processes and procedures, Departmental Legislation and related Governmental Legislation, Property Portfolio and Management, Understanding of Property Markets, Statistical data analysis, Research Methodology, Project Management, Financial Management and Accounting, Procurement Systems and Tendering Procedures, Risk analysis and management. Job related skills: Planning and Organising, Research and Analytical, Communication, Good report writing, Computer Literacy, Negotiation, Presentation, Good Leadership, Project Management. The ideal candidate will be an agile, dynamic self-driven individual willing to travel and/or work irregular hours.

DUTIES:
Manage the provision of Land Acquisition and Land Warehouse Services. Develop Memorandum of Understanding (MOA) with financial and other relevant institutions with regard to access to suitable land. Develop strategic intervention tools on land acquisition. Provide capacity building and training on land acquisition. Manage the facilitation of Land Reform Strategic Institutional Partnerships. Develop and maintain Land Reform Strategic Institutional Partnerships.
administrative support to Strategic Institutional Partnerships. Ensure effective and efficient applications of resources for the Chief Directorate. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behavior) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resources within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure effective capacity management within the Branch to ensure sustained service delivery. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with Human Resources. Ensure effective talent management within the Branch (attraction, retention, development) in conjunction with Human Resources. Ensure effective and compliant implementation of performance management within the Branch in conjunction with Human Resources. Ensure effective management of grievances, discipline and terminations within the Branch in conjunction with Human Resources.

APPLICATIONS

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

NOTE

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

OTHER POSTS

POST 47/32

DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2018/514 (X3 POSTS)

Directorate: Strategic Land Acquisition

SALARY: R826 503 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Free State:

Mothe/Xhariep (X2 Posts)
Lejweleputswa/Fezile Dabi (X1 Post)

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

DUTIES: Manage the provision of Land Acquisition and Warehousing Services. Development of Regional Strategy. Use Proactive Land Acquisition Strategy (PLAS) to acquire land. Provide land to small holder farmers. Monitor implementation at the District. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of Service Level Agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of Land Reform Strategic Institutional Partnerships. Ensure assessment of company legal compliance for the formation of Institutional Partnerships. Ensure assessment of the Risk Profile and Business Plan of the strategic partners (SP) to determine the business compatibility between the SP and the beneficiaries. Provide District Land Acquisition Services. Manage the implementation of Redistribution Programmes. Manage the implementation of redistribution programmes. Manage the
implementation of Land Acquisition and Development Services. Manage the identification and selection of potential Recapitalisation Projects. Conduct the analysis and selection of CRDP Projects based on Agricultural Assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partners for the development of Business Plans. Prioritise selected projects in accordance with the Agricultural Land Holdings Policy Framework and State Land Disposal Policy. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Analyse and assess Recapitalisation Business Plans. Liaise with relevant stakeholders regarding Recapitalisation Projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnerships between emerging and established farmers. Create linkages between agricultural produce retailers and small farmers through procurement and “contracting-out”. Monitor the maintenance of accurate and accessible recapitalisation project support requirements. Facilitate the provision of mentorship strategic support to the Black Emerging Farmers. Facilitate the provision of co-management arrangement, share-equity arrangements and contract farming support on recapitalisation projects. Manage and supervise human resource of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the procurement of items for the Sub-Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of Business Risk and Audit Management Plans.

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

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

POST 47/33
DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2018/515) (X3 POSTS)
Directorate: Strategic Land Acquisition

SALARY
R826 503 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE
Eastern Cape:
Chris Hani/Joe Gqabi (X1 Post)
OR Tambo/Alfred Nzo (X2 Posts)

REQUIREMENTS

DUTIES
Manage the provision of Land Acquisition and Warehousing Services. Development of Regional Strategy. Use Proactive Land Acquisition Strategy (PLAS) to acquire land. Provide land to small holder farmers. Monitor implementation at the District. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of Service Level Agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of Land Reform Strategic Institutional Partnerships. Ensure assessment of company legal compliance for the formation of Institutional Partnerships. Ensure assessment of the Risk Profile and Business Plan of the strategic partners (SP) to determine the business compatibility between the SP and the beneficiaries. Provide District Land Acquisition Services. Manage the implementation of Redistribution Programmes. Manage the implementation of redistribution programmes. Manage the implementation of Land Acquisition and Development Services. Manage the identification and selection of potential Recapitalisation Projects. Conduct the
analysis and selection of CRDP Projects based on Agricultural Assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partners for the development of Business Plans. Prioritise selected projects in accordance with the Agricultural Land Holdings Policy Framework and State Land Disposal Policy. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Analyse and assess Recapitalisation Business Plans. Liaise with relevant stakeholders regarding Recapitalisation Projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnerships between emerging and established farmers. Create linkages between agricultural produce retailers and small farmers through procurement and “contracting-out”. Monitor the maintenance of accurate and accessible recapitalisation project support requirements. Facilitate the provision of mentorship strategic support to the Black Emerging Farmers. Facilitate the provision of co-management arrangement, share-equity arrangements and contract farming support on recapitalisation projects. Manage and supervise human resource of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the procurement of items for the Sub-Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of Business Risk and Audit Management Plans.

APPLICATIONS: Applications can also be submitted by post 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 and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 47/34: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2018/516 Directorate: Financial and Supply Chain Management Services

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

CENTRE: Eastern Cape (East London)


DUTIES: Manage financial functions and systems in the Provincial Shared Service Centre. Ensure the implementation of internal controls and the safe keeping of all the financial records. Ensure compliance to Policy and prescripts. Compile monthly, quarterly and annual management reports. Submit inputs on Annual Financial Statements. Manage payments and systems on a daily basis. Monitor performance with financial services. Develop and monitor work processes and procedure that will benefit client on an on-going basis. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Ensure proper financial management control and compliance with delegation regularly. Establish effective systems and procedures for sound financial management and reporting requirements regularly. Provide reports and statistics as well as recommendations for improvement quarterly. Manage implementation of Service Level Agreements between client offices and the Provincial Shared Service Centre as well as National Office. Identify service delivery needs of clients when necessary. Monitor implementation of Service Level Agreements between client offices and the Provincial Shared Service Centre as well as National Office. Oversee general Financial Management including inputs into policy formulation on an on-going basis. Manage the provision of salaries and payrolls in the Provincial Shared Service Centre. Manage salaries and payroll on a daily basis. Monitor budgets and setting targets. Manage compilation of the budget inputs and revenue collection. Compile annual and monthly cash flow projections. Monitor and report on the budget performance. Forecast, set targets and monitor budgets quarterly. Render financial business support and risk management. Coordinate internal and
external audits and risk management. Coordinate the compilation of process and Fraud Risk Register. Submit progress report in terms of process and Risk Registers. Render financial business support and risk management.

**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 47/35**

**DEPUTY DIRECTOR: PROJECT MANAGEMENT OFFICE REF NO:**

3/2/1/2018/517

Directorate: Service Delivery Coordination

**SALARY**

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

**CENTRE**

Eastern Cape (East London)

**REQUIREMENTS**


**DUTIES**

Facilitate project documentation by identifying project life milestones and tasks and undertaking analysis. Develop templates and related project documentation. Ensure effective and efficient reporting. Define requirements and planning the project life cycle deployment. Participate in the annual performance planning. Convert operation plans into projects. Monitor project progress according to baseline project plans. Identify key issues and troubleshooting of complex clients and project request. Monitor issue registers and risk registers of projects. Track and monitor project scope and deliverable changes. Track and monitor audit findings related to projects. Implement the Department’s project management practices that ensures the integrity and quality of project deliverables. Streamline the core business of EPMO across spheres of government. Build and maintain relationships with National, Provincial and District offices. Support and drive EPMO change management initiatives. Facilitate deployment strategies for new projects, including scope and timeline. Establish mechanisms to implement adhoc and urgent projects. Establish and maintain relationships with external stakeholders.

**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**

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

**POST 47/36**

**DEPUTY DIRECTOR: BUDGET PERFORMANCE REF NO:**

3/2/1/2018/518

Directorate: Budget Performance Management and Quality Control

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

Degree/National Diploma in Financial Management/Economics or equivalent qualification. 3 - 5 years’ working experience in the budgeting and financial performance analysis environment of which 2 years’ should be in a supervisory capacity. Experience in producing organisational performance reports. Job related knowledge: Government wide budget and strategic planning process, Basic Accounting system (BAS) and Vulindlela System, Experience in the application and interpretation of the Public Finance Management Act (PFMA) and Treasury Regulations, Good understanding of the government’s Monitoring and Evaluation process. Job related skills: Ability to formulate targets and indicators, Good presentation and report writing, Programme and Project Management, Financial Management as well as service delivery innovation, People Management and
Empowerment, Communication (verbal and written). Working under pressure. A valid driver’s licence.

**DUTIES**
Manage the budget performance of the Department and its entities. Coordinate the budget performance of the Department and its entities. Render management advisory services in terms of spending in the Department. Produce accurate and reliable financial information on programme costs and performance. Monitor value for money and impact assessment of allocated budgets. Develop and maintain an integrated financial performance management systems to support day to day spending of the Department. Ensure reporting of all expenditure, forecasting and trends. Report on all expenditure, forecasting and trends. Coordinate the management of non-financial data in the Branch: Financial Services. Manage staff. Ensure that Performance Agreements are signed. Ensure the employees produce performance assessment reports. Identify training needs and provide on the job training. Manage leave.

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

**POST 47/37**
**DEPUTY DIRECTOR: FINANCE REF NO: 3/2/1/2018/519**
Directorate: Quality Assurance and Administration

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

**CENTRE**
Limpopo (Polokwane)

**REQUIREMENTS**

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

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

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

**POST 47/38**
**DEPUTY DIRECTOR: FINANCE REF NO: 3/2/1/2018/520**
Directorate: Quality Assurance and Administration: North West

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

**CENTRE**
Mafikeng

**REQUIREMENTS**

APPLICATIONS: Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

POST 47/39: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2018/521
Directorate: Financial and Supply Chain Management Services

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

CENTRE: Northern Cape (Kimberley)


DUTIES: Manage financial functions and systems in the Provincial Shared Service Centre (PSSC). Ensure the implementation of internal control and the safe keeping of all financial records. Ensure compliance to Policy and prescripts. Compile monthly, quarterly and annual management reports. Submit inputs for Annual Financial Statement. Manage payments and system on a daily basis. Monitor performance. Develop and monitor work process and procedures that will benefit clients on an ongoing basis. Evaluate and continuously improve work processes and procedures that will benefit clients on an ongoing basis. Ensure proper financial management control and compliance with delegation regularly. Establish effective system and procedures of sound financial management and report regularly. Provide reports and statistics as well recommendations for improvement quarterly. Manage implementation of Service Level Agreements between client offices and the PSSC as well as National Office. Identify service delivery needs of clients when necessary. Monitor implementation of Service Level Agreement between clients offices and PSSC as well as National Office. Oversee general financial management including inputs into Policy formulation on an on-going basis. Manage the provision of salary and payroll in the PSSC. Manage salary and payroll on a daily basis. Clear and reconcile various salary related suspense accounts. On a weekly basis, check bank statement for salary reversals and salary debts paid into account. Journalise the transactions to the relevant salary accounts including disallowances, allowances, claims, tax debt and income tax before month-end closure. Authorise transactions on Personnel and Salary Administration System (PERSAL) (i.e allowances, deductions, etc). Authorise transactions on BAS system (i.e journals, sundry payments, etc). Manage the distribution of salary payslips and IRP5 to all pay points throughout the province. Manage payroll certificates of supplementary, permanent and temporary runs on a monthly basis. Provided monthly reports to Director on outstanding payrolls and on other salary related matters in terms of the Treasury Regulations requirements. Check payrolls for amendments and when required inform HRM (personnel) on the corrections required. Commission raising of salary related debts when necessary. Attend to queries related to salaries and payrolls of the Department.

Coordinate the compilation of process and fraud risk registers. Submit progress report in terms of process and risk registers. Render financial business support and risk management. Liaise with auditors (internal and external) on audit queries raised when required. Update risk actions on Barnowl on a weekly, monthly and quarterly basis.

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

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

POST 47/40: DEPUTY DIRECTOR: GENERAL LEDGER AND EXPENSES REF NO: 3/2/1/2018/510
Office of the Chief Registrar of Deeds

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

CENTRE: Pretoria


DUTIES: Compile and prepare Interim and Annual Financial Statements. Ensure all relevant transactions are processed within the correct period. Reconcile General ledger accounts and attend to exceptions. Prepare amortization calculations on new finance leases. Process initial recognition, appointment and finance cost Journals on all finance leases. Populate and complete Annual Financial Statements template and National Treasury template. Prepare financial statements notes and calculations. Ensure that financial statements are prepared according to International Accounting Standards. Prepare documents for audit requests/queries. Managing monthly reporting on general ledger accounts. Perform reconciliations and analysis of General ledger accounts and attend to exceptions. Ensure all relevant transactions are processed within the correct period. Provide recons to manager for comments on outstanding balances. Approve complete month-end reporting file and ensure working schedules are attached. Prepare documents for audit requests/queries. Providing support and guidance to clients. Financial Compliance Committee member. Managing monthly bank statement, cash book reconciliation and banking. Ensure all discrepancies are investigated and resolved timely. Review reconciliations of transactions on bank statement. With cash book. Prepare documents for audit requests/queries. Providing support and guidance to clients. Manage the section in accordance with corporate governance. Discuss and sign PA, identify and/ or analyses training

APPLICATIONS
Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Ground floor (Security desk), Corner Pretorius and Bosman Street, For attention HRM.

NOTE
Preference would be given to Coloured, Indian and White Males, Coloured, Indian, White and African Females and people with disabilities are encouraged to apply.

POST 47/41
PROFESSIONAL CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2018/522
Directorate: Rural Infrastructure Development

SALARY
R679 338 per annum (Salary in accordance with the OSD for Engineers)

CENTRE
Limpopo (Polokwane)

REQUIREMENTS

DUTIES
Reduce household poverty in accordance with CRDP. Identify wards for Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standard to minimise risk on projects. Manage human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherences to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain record management systems and architectural library and utilise resources allocated effectively. Conduct research and development on new developments on new technologies and systems. Keep up with new technologies and procedure. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

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

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

POST 47/42
CANDIDATE CONSTRUCTION PROJECT MANAGER REF NO: 3/2/1/2018/523
Directorate: Rural Infrastructure Development

SALARY
R585 366 per annum (Salary in accordance with the OSD for Engineers)

CENTRE
Free State (Bloemfontein)
**REQUIREMENTS**


**DUTIES**

Manage and coordinate all aspects of projects under the supervision of a Construction Project Manager. Develop project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager. Identify resources needed and assign individual responsibilities. Monitor day-to-day operational aspects of a project and scope. Implement methods and enforce project standards to minimise risk on projects. Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management. Report project progress to Project Manager. Manage project budget and resources in consultation with Project Manager. Provide inputs to Construction Project Manager with tender administration. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager. Contribute to the human resources and related activities. Maintain the Record Management System and the architectural library. Conduct research and development. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.

**APPLICATIONS**

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

**NOTE**

Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply. The Department further reserves the right to test candidates by means of case studies as part of the interview process.

**POST 47/43**

CONTROL ENVIRONMENTAL OFFICER REF NO: 3/2/1/2018/524

Directorate: Environmental Planning Services

**SALARY**

R468 513 per annum (Salary in accordance with the OSD for Engineers)

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

intergovernmental relations and cooperative governance. Facilitate the development of responses/provide advice to environmental queries from external stakeholders in the form of Ministerial and Director-General tasks. Foster and coordinate the participation of relevant external stakeholders, from the environmental sector on Spatial Planning and Land Use Management Act (SPLUMA) implementation initiatives and related structures. Coordinate inputs and participate in the environmental sector queries and structures respectively. Represent, participate and report on activities of various intergovernmental structures in the environmental sector including but not limited to the Ministry of Technology (MINTECH) Sub-committee on Environmental Implementation Plan (EIP) and Environmental Management Plans (EMP) (Sub-committee on EIP/EMP), MINTECH working Groups, Biodiversity Stewardship, People and Parks, Ocean and Coast Structures, etc.

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 47/44
PROJECT COORDINATOR: RECAPITALISATION REF NO: 3/2/1/2018/525
Directorate: Strategic Land Acquisition

SALARY
R444 693 per annum (Level 10)

CENTRE
Western Cape (Eden Central Karoo)

REQUIREMENTS
Bachelor Degree/National Diploma in Agricultural Studies or equivalent qualification. Post Graduate Degree in Agriculture will be an added advantage. 3 - 5 years’ relevant experience. Job related knowledge: Department’s Policies, prescripts and practices pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP), Land Reform Policies and other related legislation, Understanding of various commodities e.g. livestock, crop, vegetables, poultry and horticulture production, Understanding of sector needs and business requirements, Understanding of Government Development Policies e.g. National Development Plan, National Growth Path etc, Corporate Governance. Job related skills: Project Management, Conflict Management, Agricultural Development, Stakeholder Mobilisation, Analytical, Report writing and Computer Literacy. A valid driver’s licence. An initiative, self-driven individual willing to travel and work irregular hours.

DUTIES
Plan, Implement, Monitor and report on mechanisms of RADP projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Create and maintenance of the RADP Provincial project database. Ensure the implementation of RADP related policies, systems and procedures within the Province. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance Provincial priorities. Identification and mobilisation of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensures the development of Cluster Value Chain Integrated Model. Facilitate the implementation of the Cluster Value Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.

APPLICATIONS
Applications can also be submitted by post Private Bag X10, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town, 8000.

NOTE
African, Coloured and Indian males and African, Indian and White females and Persons with disabilities are encouraged to apply.
POST 47/45 : PROJECT COORDINATOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE REF NO: 3/2/1/2018/526 (X2 POSTS)
Directorate: Rural Enterprise and Industrial Development
SALARY : R444 693 per annum (Level 10)
CENTRE : North West (Dr Ruth Segomotsi Mompati and Ngaka Modiri Molema)
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 Districts and local Municipalities. Facilitate compliance with cooperative legislation and Policy. Identify, facilitate establishment and registration of primary cooperatives. Facilitate social cooperatives (burial societies, consumer and savings cooperatives). Provide skills development and support to cooperatives. Receive referrals from knowledge unit.
APPLICATIONS : Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
NOTE : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 47/46 : PROJECT COORDINATOR: CPA REF NO: 3/2/1/2018/527 (X2 POSTS)
Directorate: Tenure Reform Implementation
SALARY : R444 693 per annum (Level 10)
CENTRE : North West (Bojanala and Dr Kenneth Kaunda District)
APPLICATIONS : Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
NOTE : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<table>
<thead>
<tr>
<th>POST 47/47</th>
<th>ASSISTANT DIRECTOR: PARLIAMENTARY SERVICE REF NO: 3/2/1/2018/529</th>
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<tbody>
<tr>
<td>Directorate: Parliamentary Services</td>
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<tr>
<td>SALARY</td>
<td>R356 289 per annum (Level 09)</td>
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<tr>
<td>CENTRE</td>
<td>Cape Town</td>
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<tr>
<td>REQUIREMENTS</td>
<td>National Diploma in Public Administration/Business Administration/Political Science. 3 years' experience in relevant environment. Job related knowledge: Compilation and administration of budgets (forecasting, tracking and reporting). Procurement policies and procedures, assets control, Practical experience of workflow control systems and registry administration, Public service policies. Job related skills: Advanced Computer Literacy, Ability to liaise at different levels of management, Communication, Good Interpersonal Relations, Ability to deal with confidential matters with discretion, Reliability and diplomacy, Organisational, Decision making, Multi-tasking and time management. The ability to work efficiently and effectively at all times. A valid driver’s licence.</td>
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<tr>
<td>APPLICATIONS</td>
<td>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.</td>
</tr>
<tr>
<td>NOTE</td>
<td>African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply. Shortlisted candidates may be subjected to a written exercise on the day of the interview.</td>
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<tr>
<th>POST 47/48</th>
<th>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 3/2/1/2018/530</th>
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<tbody>
<tr>
<td>Directorate: Financial and Supply Chain Management Services</td>
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<tr>
<td>SALARY</td>
<td>R356 289 per annum (Level 09)</td>
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<tr>
<td>CENTRE</td>
<td>Eastern Cape (East London)</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Administer the Demand Management Plan (DMP). Facilitate and prepare communique for submission of DMP’s. Analyse, advise and verify development of DMP for all offices. Facilitate, analyse, advise and verify consolidated Provincial DMP. Facilitate approval of the clients DMP’s. Submit verified consolidated DMP’s.</td>
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</tbody>
</table>
Coordinate Procurement Plan. Analyse, advise and verify development of Procurement Plan. Facilitate approval of the Provincial consolidated Procurement Plan. Submit verified and approved Procurement Plan. Monitor and report on implementation of Procurement Plan. Provide support to client offices. Facilitate the industry analysis of Service providers. Analyse and verify analysis of registered suppliers versus commodities identified. Submit a report from optional analysis for approval. Provide support and guidance to client offices. Provide advice in nomination of Bid specification and evaluation committee members (terms of reference). Facilitation and coordination of approval of Bid specification and evaluation members. Facilitate and coordinate Bid specification meetings Align terms of reference, pricing schedule, minutes and submit for approval. Ensure that the acquisition management for advertisement of Bids is done on time. Identify, initiate, facilitate and implement sourcing strategies (terms contracts, transversal contracts, bulk procurement and direct sourcing) (sourcing strategies). Assist service providers to register online on the CSD (Central Supplier Database). Verify captured service providers information on CSD and their allocated service provider number. Record service providers performance on the service provider database. Maintain contract register (administration of contract). Monitor expiring contracts and advise the users. Monitor performance of contract and compile reports. Capture and update contract register and lease compliance certificate. Identify expiring contracts and advise the clients accordingly. Facilitate and convene service provider meetings. Facilitate quotation management process. Prepare and submit recommendation for adjudication of quotes and award. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the contract to the successful service provider. Report outcome of award of PPRM. Facilitate Bid management process. Receive terms of reference and procurement approach, analyse and distribute for compliance of Bid documentation. Review and approve Bid documentation. Submit invitation to Bid for advertisement as per the medium specified in the procurement approach.

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 and Indian females and Persons with disabilities are encouraged to apply.


SALARY: R356 289 per annum (Level 09)

CENTRE: Eastern Cape (East London)


DUTIES: Ensure maintenance of finance systems regularly. Request monthly reports. Report in case the system is not working. Administer accounts and financial control system services. Manage payments on BAS, LOGIS and Accounting and Payroll System (ACCPAC). Ensure that payments are compliant with the PFMA, Treasury Regulations and Departmental Policies and procedures. Manage financial audit and risk management recommendations. Manage lease payments on PLAS and non PLAS Farms. Administer LOGIS payments and ACCPAC services. Pre-authorise and authorise payments. Capture ACCPAC invoices. Manage data capturing services. Ensure payments registers are kept. Oversee cashier services for the Shared Service Centre. Ensure money is deposited to the bank daily.

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 and Indian females and Persons with disabilities are encouraged to apply.

POST 47/50: ASSISTANT DIRECTOR: LOGISTICS AND TRANSPORT SERVICES REF NO: 3/2/1/2018/532
Directorate: Financial and Supply Chain Management Services

SALARY: R356 289 per annum (Level 09)
CENTRE: North West (Mafikeng)


APPLICATIONS: Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

POST 47/51: LEGAL ADMINISTRATION OFFICER REF NO: 3/2/1/2018/528 (X3 POSTS)
Directorate: Corporate Service Legal Support

SALARY: The salary will be between R186 828 - R867 399 per annum, based on the number of years’ post qualification experience in accordance with the OSD for legal personnel
CENTRE: Pretoria
REQUIREMENTS: MR 1: LLB Degree or equivalent. MR 2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. MR 3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. MR 4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession. MR 5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. Job related knowledge: Labour Law, Constitutional Law, Administrative Law, South African Law in general, Public Service Regulatory Framework. Job related skills: Ability to interpret law, Ability to research law, Ability to analyse facts, Ability to apply law to facts, Communication, Writing, Legal drafting, Presentation, Client Relations, Computer Literacy. A valid driver’s licence. Willing to travel and work irregular hours.

DUTIES: Handle all legal matters arising from the Corporate Support Services and Financial Services Branches. Receive instructions. Analyse instructions. Provide the support that is required, e.g. legal advice, editing legal correspondence, determining liability of officials, etc. Manage litigation arising from labour disputes. Take instructions from Labour Relations. Refer to State Attorney. Act as link between State Attorney and Department. Advise on implications of outcome. Provide legal support to the Directorate: Labour Relations. Provide required support, e.g. give advice, draft/edit misconduct charge sheets, brief counsel, etc. Provide legal opinions. Request further information, if necessary. Do research. Draft opinion.
Draft/vet contracts. Do research or request further information, if necessary. Draft/edit contracts. Analyse the legislation in terms of which the delegations are to be given. Ensure the legislation has a provision authorising delegations. Ensure all possible delegations are included in the schedule of delegations. Draft/edit the delegations.

**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.
DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS: Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag X84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

CLOSING DATE: 14 December 2018

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

OTHER POSTS

POST 47/52: DEPUTY DIRECTOR: PERFORMANCE AUDIT REF NO: ODG/AUDIT 023
Overview: To manage and conduct Performance Audit projects as per the annual internal audit coverage plan.

SALARY: R697 011 per annum (Level 11) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: Mandatory requirements: A three-year National Diploma/B Degree in Internal Auditing, 3 - 5 year’s relevant managerial experience in an Internal / Performance audit environment. Key requirements: Experience in audit planning, consulting and advisory services. Experience in audit pre-engagement planning, execution and reporting. Experience in project management, financial management, planning and organising of audits and corporate governance - ethics, risk, fraud prevention and control. Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations. Business knowledge of the dti. Strategic capability (strategy development, implementation, monitoring and evaluation, people management & empowerment). Time management and negotiation skills, customer care skills, communication skills (Verbal & Written). Proficient in MS packages.

DUTIES: Provide inputs to the development / reviewing of internal audit methodology. Analyse the dti risk registers for the compilation of the performance audit coverage plan by November annually. Provide inputs into the development of the three (3) year rolling coverage plan and the annual Internal Audit coverage plan. Provide inputs to the development of the annual risk based performance audit coverage plan. Conduct performance information review on a quarterly basis. Compile / review all the audit planning and audit execution deliverables of all the performance audit projects. Oversee the drafting of system descriptions to inform the audit process. Compile / review the audit work plan, audit execution work and work papers on a regular basis. Manage the integrity and timelines of the execution of the performance audit plan projects. Compile/ review performance audit reports. Report to the Director on the status of the performance annual audit plan projects allocated to this position on a weekly basis. Train and develop staff reporting to this position on an ongoing basis. Ensure compliance to the chief directorate’s audit methodology and procedures on an ongoing basis. Participate in the preparation of the report to the Chief Audit Executive on the directorate's status of the performance audit annual audit plan on a monthly basis. Manage the
consultant’s / client relationships for all performance audits. Prepare and review packs documentation relating to performance audit. Summarise performance reports for submission to the audit committee. Provide input into the preparations of the quarterly progress report to the audit committee. Establish and maintain relations with all entities of the dti and external audit (AGSA).

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

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

**POST 47/53**
DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: ODG/CFO 018

Overview: To manage the internal control requirements in respect of the financial and supply chain management.

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

**CENTRE**
Pretoria

**REQUIREMENTS**
Mandatory requirements: A three-year National Diploma/B Degree in Financial Management / Accounting. 3-5 years’ relevant managerial experience in financial management of which 3 years’ experience must be in an Internal Control / Auditing / Financial Statements environment. Key requirements: Experience in identifying and implementing legislation controls. Experience in verification of processed transactions. Experience in reporting on financial controls and deviations. Experience in financial reporting and financial systems. Experience in financial management, stakeholder management, people management, project management, accounting processes and public sector financial management. Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. A sound knowledge and understanding of Public Finance Management Act, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and other related regulations. Proficient in MS Packages.

**DUTIES**
Legislation Controls: Identify and manage all related legislation, regulations, accounting standards, policy directives and best practices in respect of financial and supply chain management. Provide up to date departmental policies relating to financial and supply chain management, including policy directives, accounting checklists, circulars and office instructions. Manage the implementation of, and communication to all staff regarding relevant policy directives, accounting standards and departmental policies. Verification of processed transactions: Manage the verification of monthly ledger reconciliations and inputs for the financial statements to assess policy compliance. Ensures follow-up actions to clear all transactions in ledger accounts, and the assessment of the relevance of balances in terms of associated accounting transactions, such as ledger accounts, creditor payments and interdepartmental claims. Manage the review of operations to ensure adherence to legislation, compliance requirements and accounting standards. Reporting on Financial Controls and Devotions: Manage the investigation of all expenditure exceptions (irregular and fruitless expenditure, losses and fraud), and perform complex investigations in consultation with forensic auditors and the SAPS. Quality Assure investigation reports and updated registers on expenditure exceptions. Ensures the accuracy and completeness of monthly, quarterly and annual financial statements-inputs relevant to the various operational areas. Manage the Reports to the Accounting Officer, Treasury, PFME, SCOA and auditors. Stakeholder Management: Manage the responses on information requests and audit findings relating to control deficiencies. Ensures the identification and implementation of corrective actions and preventative controls following audit findings. Liaison with Treasury, DPSA, PSC, and DPME on enquiries or ad hoc reports on financial performance. Sub-directorate Management: Monitor financial resources and assets of the sub-directorate. Manage the human resources of the sub-directorate. Provide inputs in to the strategic planning of the unit and execution of the operational plan.

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

**NOTE**
In terms of the dti’s EE requirements, preference will be given to African female and Coloured candidates as well as people with disabilities.
POST 47/54: SENIOR LEGAL ADMIN OFFICER REF NO: CMSD/LEGAL 079
Overview: To render professional legal services for the department and the dti agencies.

SALARY: R448 269 - R1 084 437 per annum (All-inclusive remuneration package) in accordance with the OSD for legal personnel.

CENTRE: Pretoria

REQUIREMENTS: Mandatory requirements: An LLB degree and admission as an Attorney or Advocate (who is a member of the Bar Council of SA). 5 - 8 years’ relevant legal experience in the private or public sector. Key requirements: Experience in providing legal opinions, advise on drafting, negotiating and vetting of the contracts. Experience in legal research, contract and legal drafting. Working knowledge of civil litigation, criminal procedure and practice, court rules (Constitutional court, Supreme Court of appeal, high courts, labour court, equality courts and magistrate court). Knowledge and understanding of civil and criminal procedure, trial advocacy, labour relations, disciplinary procedure, debt collections, law of contract, company, commercial and administrative law. Knowledge and understanding of Public Service Regulations, The Constitution, Case Law, Common Law, Public Service Act and Criminal Act. Knowledge and understanding of legal interpretation on legislation, policies, and procedures within the public services. Knowledge and understanding of South African legal system and the legal fraternity. Communication skills (Verbal and written), financial management, stakeholder management, project management, presentation skills, negotiation skills, interpersonal skills. Research skills, conflict resolution, policy analysis and trial advocacy.

DUTIES: Provide legal opinions on matters related to the department. Draft, negotiate, vetting and provide advice or legal opinion on contracts (Domestic and International). Draft and provide legal opinion or advice on all legislation currently administered by the dti. Management of litigation on behalf of the dti which include, liaising with Office of the State Attorney, Office of the State Law Advisor, Director of Public Prosecutions, Private Counsel on behalf of the dti and other stakeholders. Provide regular briefings to management on current legal matters. Provide researched written opinions as and when required. Liaise and coordinate with other departments on matters of mutual interest. Serve on internal committees when required. Perform administrative duties as per the requirements of the dti.

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

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

POST 47/55: INTERNAL AUDITOR REF NO: ODG/AUDIT 060
Overview: To conduct compliance audits within the dti in order to assist management in achieving risk management, control and governance objectives within their business units.

SALARY: Commencing salary of R299 709 per annum (Level 08) excluding benefits

CENTRE: Pretoria

REQUIREMENTS: Mandatory requirements: A three-year National Diploma in Auditing / B Com Degree with at least auditing and accounting as major subjects. 3 - 5 year's relevant experience in an auditing environment. Key requirements: Experience in planning for compliance audits. Experience in the execution of and reporting on compliance audits. Experience in TeamMate auditing tool. Willingness to work overtime, travel locally and internationally as and when required. Planning and organising skills, ability to pay attention to detail, problem solving skills and time management skills. Knowledge and understanding of PFMA, Treasury Regulations, IIA standards and practices. Proficient in MS packages.

DUTIES: Compile and submit all relevant planning documents required during the planning phase i.e engagement letter. Set up meetings with management to discuss the engagement letter. Compile planning working papers i.e. system description and audit program. Execution of audit procedures, testing the design and implementation of the controls. Compilation, confirming and issuing of audit
exceptions. Compile valid audit findings. Conduct meetings with the line manager to settle disagreements regarding audit findings. Compilation of Executive Summaries; Audit Committee Summaries and Risk Schedule for each audit project. Set up exit meetings with management to discuss the draft report for each compliance audit. Take responsibility for routine administration associated with the job.

**ENQUIRIES**

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

**NOTE**

In terms of the dti’s EE requirements, preference will be given to Male candidates as well as people with disabilities.
THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

APPLICATIONS: The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Arcadia, Pretoria
FOR ATTENTION: Ms Kefilwe Maubane
CLOSING DATE: 07 December 2018 @ 16h00
NOTE: Unemployed South African graduates/post graduates who are younger than 35 years of age, with a tertiary qualification in one of the fields of study mentioned in a specific advert, who has not been previously employed under any internship programme. Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening. The outcome of this screening will be considered to determine suitability for employment. These internships are based in Pretoria. Candidates must be willing and able to find their own accommodation in Pretoria, considering that they will not earn a salary but only a stipend. Each post must be applied for on a separate application. If an application is received where person makes reference to more than one post, only the first reference will be considered.

OTHER POST

POST 47/56: INTERNSHIP PROGRAMME 2019/2021

STIPEND: The Interns will receive a stipend according to the level of qualification obtained:
- R5 728.53 per month (National Diploma)
- R7 072.18 per month (Bachelor’s/Honours Degree)
- R8 741.51 per month (Master’s Degree)

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of the following undergraduate or postgraduate qualifications to apply: Public Administration / Public Policy / Social Science / Records Management / Public Management / Economics / Development Studies / Administration Business Administration / Risk Management / Accounting / Internal Audit / Law / LLB / Political Science / B Com / Office Management and Technology / Communication / Journalism / Public Relations / Marketing / Cost and Management Accounting / Financial Management / Supply Chain / Logistics Management / Public Finance and Accounting / Business Management / Financial Accounting / Purchasing / Finance / Bachelor of Arts / Office Administration.

ENQUIRIES: Ms Karabo Madiseng Tel No: (012) 300 1806
ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 47/57 : HEAD CLINICAL UNIT: MEDICAL GRADE 1 REF NO: CHBAH 116
Directorate: Internal Medicine

SALARY : Grade 1: R1 643 352 per annum (All-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty and proof of current registration. A minimum of 3 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty. Sound knowledge of government regulations, policies and acts. The ability to interpreted and implement policies. Administrative and management knowledge. Project management skills. Teambuilding, people and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the radiology care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.

DUTIES : Provide clinical support and outreach to referring hospitals, community health centers and clinics in the Chris Hani Baragwanath Academic Hospital health cluster. Perform clinical duties in areas of personal special interest and expertise. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in health care in the Chris Hani Baragwanath area and South Africa as a whole with publication of the results in peer-reviewed scientific journals. Lead and participate in research projects in areas of personal special interest. As part of the university’s responsibility, sufficient and quality teaching must be provided to undergraduates (medical students) and postgraduates (Registrars and Fellows). Teach students in areas of personal special interest and expertise. Ensure that clinical services are provided. Active participation in administrative duties of the department which include planning, budgeting, PMDS, student assessments.

ENQUIRIES : Dr N. Soma Tel No: (011) 933 8154

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is
guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

**CLOSING DATE**: 07 December 2018

**POST 47/58**: MEDICAL SPECIALIST REF NO: CHBAH 77

(Ophthalmology, Otolaryngology, General Surgery, Trauma, Neurosurgery, Orthopaedic Surgery, Urology, Paediatric Surgery, Plastic Surgery, Maxillo Facial)

**SALARY**:
- Grade 1: R 1 051 368 annum (All-inclusive package)
- Grade 2: R 1 202 112 per annum (All-inclusive package)
- Grade 3: R 1 395 105 per annum (All-inclusive package)

**CENTRE**:
- Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**:
- Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. **Grade 1**: No experience. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal specialty. **Grade 3**: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty.

**DUTIES**:
The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

**ENQUIRIES**:
- Dr K Mustafa Tel No: (011) 933 9154/8154

**APPLICATIONS**:
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**:
- Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.
CLOSING DATE : 31 March 2019

POST 47/59 : MEDICAL SPECIALIST REF NO: CHBAH 78
             (Obstets and Gynae, Paediatrics)

SALARY : Grade 1: R1 051 368 annum (All-inclusive package)
          Grade 2: R1 202 112 per annum (All-inclusive package)
          Grade 3: R1 395 105 per annum (All-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. Grade 1: No experience. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

ENQUIRIES : Dr S Mankupane Tel No: (011) 933 9154/8154

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE : 31 March 2019
POST 47/60 : MEDICAL SPECIALIST REF NO: CHBAH 79
(Cardiology Department, Internal Medicine Department, Neurology, Psychiatry Department, Dermatology, Palliative Care)

SALARY : Grade 1: R1 051 368 annum (All-inclusive package)
Grade 2: R1 202 112 per annum (All-inclusive package)
Grade 3: R1 395 105 per annum (All-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. Grade 1: No experience.
Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty.
Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

ENQUIRIES : Dr N Soma Tel No: (011) 933 9154/8154

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE : 31 March 2019
POST 47/61 : MEDICAL SPECIALIST REF NO: CHBAH 80
(Anaesthetics Department, Intensive Care Unit, Radiology Department, Accident
and Emergency)

SALARY : Grade 1: R1 051 368 annum (All-inclusive package)
Grade 2: R1 202 112 per annum (All-inclusive package)
Grade 3: R1 395 105 per annum (All-inclusive package)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical
Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist
in a normal specialty and proof of current registration. Grade 1: No experience.
Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after
registration with the HPCSA as Medical Specialist in a normal Specialty. Grade 3:
A minimum of 10 years’ appropriate experience as Medical Specialist after
registration with the HPCSA as Medical Specialist in a normal Specialty.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee
the treatment of patient. Improve quality of care by providing appropriate clinical
care Supervising of junior medical staff. Willing to do commuted overtime rendering
of after-hour (night, weekend and public holiday) duties to provide continuous
uninterrupted care of patients. Attendance of relevant administrative meetings like
mortality meetings, near miss meetings and completing MEDICO Legal
Documents timeously (e.g. Death certificate). Participation in the academic
program in the hospital and all activities of the discipline in relation to teaching and
research. Ensure proper and accurate record keeping as legally and ethically
required. Reporting to the head of unit on service delivery, clinical audits and where
necessary quality improvement plans. Assist the HOD to monitor, implement and
adhere to the compliance to National Core Standards within the department.
Rotate through related departments at various hospitals served in their specific
outreach programs. Preparing and writing of reports. Assist the Clinical Head with
Administration responsibilities.

ENQUIRIES : Dr K Mustafa Tel No: (011) 933 9154/8154

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris
Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor,
Main Admin Building or posted to The Director: Human Resource, Chris Hani
Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service
Department or on the internet at www.dpsa.gov.za/documents. Documents to be
attached is certified ID document, certified copies of qualification/s including
matric, certified and relevant council registration certificate and proof of current
registration (Where applicable). Relevant service certificates. Failure to submit all
the requested documents will result in the application not being considered. If you
have not been contacted within three (3) months after the closing date, please
accept that your application was unsuccessful. Candidates will be subjected to
Personnel Suitability Checks (PSC) – Verification (Reference checks, identity
verification, qualifications verification, criminal record checks, credit/financial
stability checks and employment verification). The recommended candidate may
be subjected to medical surveillance as required by the Occupational Health and
Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical
exercises/tests for Non-SMS positions during the recruitment process to determine
the suitability of candidates for the post(s). The Gauteng Department of Health is
guided by the principles of Employment Equity; therefore, all the appointments will
be made in accordance with the Employment Equity target of the department.
People with disability are encouraged to apply. This is an open advertisement
and posts will be filled from date of advertising up to the closing date of 31 March 2019
in line with PSR, 65 (8). Candidates must please communicate with departmental
contact persons to ascertain whether vacancies are still available in categories
which are of interest to them.

CLOSING DATE : 31 March 2019
POST 47/62: MEDICAL OFFICER REF NO: CHBAH 81
(Ophthalmology, Otolaryngology, General Surgery, Trauma, Neurosurgery, Orthopaedic Surgery, Urology, Paediatric Surgery, Plastic Surgery, Maxillo Facial)

SALARY: Grade 1: R780 612 per annum (All-inclusive package)  
Grade 2: R892 551 per annum (All-inclusive package)  
Grade 3: R1 035 831 per annum (All-inclusive package)

CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. Grade 1: No experience required. Grade 2: A minimum of 5 years’ appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Grade 3: A minimum of 10 years’ appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

DUTIES: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES: Dr K Mustafa Tel No: (011) 933 9154/8154

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE: 31 March 2019

POST 47/63: MEDICAL OFFICER REF NO: CHBAH 82
(Obstetrics and Gynaecology, Paediatrics)

SALARY: Grade 1: R780 612 per annum (All-inclusive package)  
Grade 2: R892 551 per annum (All-inclusive package)
CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS:
- Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. Grade 1: No experience required. Grade 2: A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Grade 3: A minimum of 10 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

DUTIES:
The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES:
Dr S Mankupane Tel No: (011) 933 9154/8154

APPLICATIONS:
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE:
- Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 85/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE: 31 March 2019
as Medical Practitioner. **Grade 3:** A minimum of 10 years’ appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

**DUTIES:**

The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

**NOTE:**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

**CLOSING DATE:**

31 March 2019

**POST 47/65:**

**MEDICAL OFFICER**

**REF NO:** CHBAH 84

(Anaesthetics Department, Intensive Care Unit, Radiology Department, Accident and Emergency)

**SALARY:**

**Grade 1:** R780 612 per annum (All-inclusive package)

**Grade 2:** R892 551 per annum (All-inclusive package)

**Grade 3:** R1 035 831 per annum (All-inclusive package)

**CENTRE:**

Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS:**

Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** A minimum of 10 years’ appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner.

**DUTIES:**

The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO
Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES**

Dr K Mustafa Tel No: (011) 933 9154/8154

**APPLICATIONS**

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

**CLOSING DATE**

31 March 2019

**POST 47/66**

**REGISTRAR REF NO: CHBAH 85**

(Orthopaedic Surgery, Urology, Paediatric Surgery, Plastic Surgery, Maxillo Facial)

**SALARY**

R780 612 per annum (All-inclusive package)

**CENTRE**

Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

Registrars must be registered with the Health Professions Council of South Africa (HPCSA) as in Independent Medical Practitioner and must be post Community Service. Preference will be given to South African citizens and permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthesiology, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthesiology, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.

**DUTIES**

The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted
overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients. Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES : Dr K Mustafa Tel No: (011) 933 9154/8154
APPLICATIIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them. The Hospital is also recruiting staff for the January 2019 Registrar intake.

CLOSING DATE : 31 March 2019
POST 47/67 : REGISTRAR REF NO: CHBAH 86 (Obstets and Gynae, Paediatrics)
SALARY : R780 612 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Registrars must be registered with the Health Professions Council of South Africa (HPCSA) as in Independent Medical Practitioner and must be post Community Service. Preference will be given to South African citizens and permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology,
DUTIES: The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients. Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES: Dr S Mankupane Tel No: (011) 933 9154/8154

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE: 31 March 2019

POST 47/68: REGISTRAR REF NO: CHBAH 87
(Cardiology Department, Internal Medicine Department, Neurology, Psychiatry Department, Dermatology, Palliative Care)

SALARY: R780 612 per annum (All-inclusive package)

CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS: Registrars must be registered with the Health Professions Council of South Africa (HPCSA) as in Independent Medical Practitioner and must be post Community Service. Preference will be given to South African citizens and permanent
residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.

**DUTIES**

The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

**ENQUIRIES**

Dr N Soma Tel No: (011) 933 9154/8154

**APPLICATIONS**

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

**CLOSING DATE**

31 March 2019
POST 47/69 : REGISTRAR REF NO: CHBAH 88
(Anaesthetics Department, Intensive Care Unit, Radiology Department, Accident and Emergency)

SALARY : R780 612 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Registrars must be registered with the Health Professions Council of South Africa (HPCSA) as in Independent Medical Practitioner and must be post Community Service. Preference will be given to South African citizens and permanent residents. Training opportunities are inter alia available in the following disciplines: Anaesthetics, Cardiology, Cardio-Thoracic Surgery, Community Health, Ear Nose and Throat, Emergency Medicine, Forensic Pathology, General Surgery, Intensive Care, Internal Medicine, Neurology; Neurosurgery, Anaesthesiology, Cardiology, Cardio-Thoracic Surgery, Ear Nose and Throat, General Surgery, Intensive Care, Internal Medicine, Emergency Medicine, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics and Gynaecology, Oncology-Radiology, Ophthalmology, Orthopaedic Surgery, Paediatrics, Paediatric Surgery, Plastic and Reconstructive Surgery, Psychiatry, Trauma and Urology Surgery, Palliative Care.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients. Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES : Dr K Mustafa Tel No: (011) 933 9154/8154
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

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People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE : 31 March 2019

POST 47/70 : CLINICAL PSYCHOLOGIST REF NO: CHBAH 99

SALARY : Grade 1: R674 892 per annum (All-inclusive package)
          Grade 2: R791 253 per annum (All-inclusive package)
          Grade 3: R918 288 per annum (All-inclusive package)

CENTRE REQUIREMENTS : Chris Hani Baragwanath Academic Hospital

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology). Registration with the HPCSA in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology) and proof of current registration. Grade 1: (No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa), Grade 2: A minimum of 8 years’ relevant experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), Grade 3: A minimum of 16 years’ relevant experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees.

DUTIES : Assessing a client’s needs, abilities, or behavior using a variety of methods, including psychometric tests, interviews and direct observation of behavior. Working as part of a multidisciplinary team alongside doctors, nurses, social workers, health professionals, health visitors, psychiatrists and occupational therapists, devising and monitoring appropriate treatment programs, including therapy, counseling or advice, in collaboration with colleagues, offering therapy and treatment and treatments for difficulties relating to mental health problems such as anxiety, depression, addiction, social and interpersonal problems and challenging behavior, developing and evaluating service provision for clients, providing consultation to other professions, encouraging a psychological approach in their work, counseling and supporting careers, carrying out applied research, adding to the evidence base of practice in a variety of healthcare settings. Assess and identify psycho-social problems of employees through counseling and applying appropriate interventions, contribute to the department’s planning, budget and procurement process as well monitoring and evaluation. Assist with incapacity leave evaluation. Run therapeutic groups and participate in wellness events.

ENQUIRIES : Prof F.Y. Jeenah. Tel No: (011) 933 9239

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

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guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

**CLOSING DATE**: 31 March 2019

**POST 47/71**: PHARMACIST REF NO: CHBAH 100

**SALARY**:
- Grade 1: R655 980 per annum (All-inclusive package)
- Grade 2: R713 904 per annum (All-inclusive package)
- Grade 3: R780 612 per annum (All-inclusive package)

**CENTRE**: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**:
Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. **Grade 1**: No experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2**: A minimum of 5 years’ relevant experience after registration as Pharmacist with the SAPC in respect of RSA qualified employees required to perform community service as required in South Africa. **Grade 3**: A minimum of 13 years’ relevant experience required after registration as Pharmacist with the SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

**DUTIES**:
Manage quality provision of pharmaceutical care by implementing and monitoring work procedures, policies and National Drug Policy. Accept managerial responsibility and accountability of drug supply management. Provide medical information to health professionals and engage in patient education and counseling. Maintain necessary records and statistics and ensure effective pharmaceutical care. Manage stock control. See that Batho-Pele Principles are implemented in workplace environment.

**ENQUIRIES**:
Mr. S. Dikgang. Tel No: (011) 933 8797

**APPLICATIONS**:
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**:
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

**CLOSING DATE**: 31 March 2019
POST 47/72 : MEDICAL PHYSICIST REF NO: CHBAH 114 (X1 POST)
Directorate: Clinical Support (Radiography)

SALARY : Grade 1: R626 481 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Honors Degree in Medical Physics. Registration with the HPCSA as a Medical Physicist. Computer literacy (Ms Word, Ms Excel). Sound knowledge of Government Regulations, Policies and Acts. Knowledge of Radiation Control Regulations. Knowledge of Radiation Protection Regulations and Occupational and Safety Protocols. Ability to implement policies. Interpersonal relations supervisory, planning and organizing skills. Must be able to work under pressure. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure and meet deadlines. Must be able to work under pressure and have the ability to analyze and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate workshops, give training and present policies. Ability to interact at strategic level and implement turn-around strategies. Service delivery orientated.

DUTIES : Quality assurance for Radiology Equipment, Radiation Protection for staff, public and patients. Acquisition of new equipment and maintenance of equipment. Performance of quality assurance tasks on all equipment in Radiology. Making sure that Radiology equipment vendors are properly repairing and maintaining the Radiology Equipment. Liaise with Radiation Control concerning Licensing of Radiology Equipment. Writing specifications for new equipment after consultation with diagnostic radiology physicians and radiographers. Commissioning and acceptance of equipment as well as the training of staff in the use of equipment. Management and supervision of the maintenance of equipment. Evaluation of tenders submitted and managing the medical physics responsibilities towards the Diagnostic Radiology Department. Give support to Cluster Hospitals Act as member of the management team of the diagnostic Radiology Department. Ensure that Radiation protection is adhered to. Management and supervision of acquisition of new equipment. Participation in management structures of department. Sound working relationships with Radiologists, Radiographers, PACS Administrators and support staff. Provide technical reports and advice where necessary. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES : Ms N.G. Tsoeu Tel No: (011) 933 8434
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.
People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE: 31 March 2019

POST 47/73: CHIEF CLINICAL TECHNOLOGIST REF NO: CHBAH 115
Directorate: Clinical Support (Cardiology)

SALARY: Grade 1: R440 982 per annum (Plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS:
An appropriate Degree or Diploma in Clinical Technology in Cardiology. A minimum of 3 years appropriate experience in cardiology (excluding community service). Registration with the relevant Health Professions Council of South Africa as a Clinical Technologist with independent practitioner status and proof of payment for the period 2018/19. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Competent in both adult and paediatrics cardiac care procedures. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES:
Provision of clinical services in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all clinical technology (Cardiology) and operational activities in the institution. Contribute to development of the clinical technology department and profession including participation in institutional, provincial and national conferences and committees. Supervision of activities of junior clinical technologists, including performance appraisal according to regulations of the public service. Perform administrative, operational and managerial duties as delegated. Participation in research activities, supervision and training of clinical technologist students. Responsible for orientation of new clinical technologists and assist in ICU nursing continuous educational programs. Co-ordinate, monitor, maintain and motivate for purchasing and repair of all equipment in the department. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis, and high standards of quality assurance. Management duties of ECG Department which is the sub unit of the cardiology department. Co-ordinate all activities of the clinical technologists in the unit. Work as a member of the multi-disciplinary team. Co-ordinate all relevant meetings effectively, taking on a leadership role. In the absence of the head of department, the chief occupational therapist is expected to attend relevant meetings and assume relevant functions of the HOD. Contribute to departmental planning, budgeting, monitoring and evaluating. Manage finances in alignment with the demand plan. Develop an annual operational plan for the sub-section. Submit monthly reports to the HOD. Implement National Core Standards in the occupational therapy department. Develop and implement guidelines and protocols in line with National and Provincial strategies. Attend meetings and training as approved by manager. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment).

ENQUIRIES: Mr. M.W. Madondo Tel No: (011) 933 9412

APPLICATIONS: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you
have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 07 December 2018

POST 47/74 : NUCLEAR MEDICINE RADIOGRAPHER REF NO: CHBAH 102

SALARY : Grade 1: R374 364 per annum (Plus benefits)
          Grade 2: R440 982 per annum (Plus benefits)
          Grade 3: R519 456 per annum (Plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Nuclear Medicine Radiography. Registration with the HPCSA in nuclear medicine radiographer. Grade 1: 4 Years’ appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Grade 2: 14 Years’ appropriate experience after registration with the HPCSA as a Diagnostic Radiographer, of which 10 years must be after registration in nuclear medicine radiography. Grade 3: 24 years’ appropriate experience after registration with the HPCSA as Diagnostic Radiographer, of which 20 years’ must be after registration in nuclear medicine radiography.

DUTIES : Render effective patient centred nuclear medicine service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplin ary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES : Mr. M.P. Mthimkulu Tel No: (011) 933 8502

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is
guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE : 31 March 2019

POST 47/75 : MAMMOGRAPHY/ULTRA SOUND/RADIATION REF NO: CHBAH 103

SALARY : Grade 1: R374 364 per annum (Plus benefits)
          Grade 2: R440 982 per annum (Plus benefits)
          Grade 3: R519 456 per annum (Plus benefits)

CENTRE REQUIREMENTS : Chris Hani Baragwanath Academic Hospital
                       : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in ultrasound radiography. Registration with the HPCSA in ultrasound radiography. Grade 1: 4 Years’ appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Grade 2: 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: 24 years’ appropriate experience after registration with the HPCSA as Diagnostic Radiographer, of which 20 years' must be after registration in - ultrasound radiography.

DUTIES : Preparing the patients for the Ultrasound examination. Selecting the appropriate equipment for the ultrasound examination. Performing ultrasound examinations that yield important diagnostic information. Use ultrasound machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Render effective patient ultra sound service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES : Ms. G. Tsoeu Tel No: (011) 933 8434
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will
be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE : 31 March 2019

POST 47/76 : PROFESSIONAL NURSE (SPECIALTY) REF NO: CHBAH 113
(Theatre, Intensive Care, Advanced Midwifery, Neonatal, Renal, Trauma, Advanced Psychiatry, Paediatrics, Orthopaedics, Infection Control, Ophthalmology, Oncology, Occupational Health and Safety)

SALARY : Grade 1: R362 559 per annum (Plus benefits)
Grade 2: R445 917 per annum (Plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration.

Grade 1: A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

Grade 2: A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 14 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine
the suitability of candidates for the post(s). The Gauteng Department of Health is
guided by the principles of Employment Equity; therefore, all the appointments
will be made in accordance with the Employment Equity target of the department.
People with disability are encouraged to apply. This is an open advertisement and
posts will be filled from date of advertising up to the closing date of 31 March 2019
in line with PSR, 65 (8). Candidates must please communicate with departmental
contact persons to ascertain whether vacancies are still available in categories
which are of interest to them.

CLOSING DATE : 31 March 2019

POST 47/77 : CLINICAL TECHNOLOGIST REF NO: CHBAH 104

SALARY : Grade 1: R281 148 per annum (Plus benefits)
Grade 2: R331 179 per annum (Plus benefits)
Grade 3: R390 129 per annum (Plus benefits)

CENTRE REQUIREMENTS : Chris Hani Baragwanath Academic Hospital

Appropriate qualification that allows for the required registration with the Health
Professions Council of South Africa (HPCSA) in the relevant profession (where
applicable). Grade 1: No experience required after registration with the HPCSA in
the relevant profession (where applicable) in respect of RSA qualified employees
who performed community service in relevant profession as required in South
Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with
the HPCSA in the relevant profession (where applicable) in respect of RSA
qualified employees who performed community service in relevant profession as
required in South Africa), Grade 3: A minimum of 20 years’ relevant experience
after registration with the HPCSA in the relevant profession (where applicable) in
respect of RSA qualified employees who performed community service in relevant
profession as required in South Africa.

DUTIES : Render effective patient centred clinical technology service for in- and out-patients
in adherence to the scope of practice and health protocols. To work with
colleagues, relieve as and when the need arises, and to work closely with the
interdisciplinary team members. Carry out delegated duties. To participate in
student training, supervision and performance evaluation. Implement and maintain
the quality assurance and National Core Standard and norms at departmental
level. Adhere to provincial, hospital and departmental policies, procedures,
guidelines and regulations. Perform record keeping, data collection, assist with
budget control and assets management. Contribute and participate in professional
development of self, colleagues and members of the interdisciplinary team
members. Participate in research projects of the department.  Participate in quality
assurance methods and CPD activities. Communicate effectively with all
stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES : Mr. M.W. Madondo Tel No: (011) 933 9412

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris
Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor,
Main Admin Building or posted to The Director: Human Resource, Chris Hani
Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service
Department or on the internet at www.dpsa.gov.za/documents. Documents to be
attached is certified ID document, certified copies of qualification/s including
matric, certified and relevant council registration certificate and proof of current
registration (Where applicable). Relevant service certificates. Failure to submit all
the requested documents will result in the application not being considered. If you
have not been contacted within three (3) months after the closing date, please
accept that your application was unsuccessful. Candidates will be subjected to
Personnel Suitability Checks (PSC) – Verification (Reference checks, identity
verification, qualifications verification, criminal record checks, credit/financial
stability checks and employment verification). The recommended candidate may
be subjected to medical surveillance as required by the Occupational Health and
Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical
exercises/tests for Non-SMS positions during the recruitment process to determine
the suitability of candidates for the post(s). The Gauteng Department of Health is
guided by the principles of Employment Equity; therefore, all the appointments will
be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

**CLOSING DATE**

: 31 March 2019

**POST 47/78**

: DIAGNOSTIC RADIOGRAPHER REF NO: CHBAH 105

**SALARY**

: Grade 1: R281 148 per annum (Plus benefits)
  Grade 2: R331 179 per annum (Plus benefits)
  Grade 3: R390 129 per annum (Plus benefits)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

**DUTIES**

: Preparing the patients for the x-ray examination and select the appropriate equipment. Performing x-ray examinations that yield important diagnostic information. Use x-ray machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Render effective patient x-ray service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

**ENQUIRIES**

: Ms. G. Tsoeu Tel No: (011) 933 8434

**APPLICATIONS**

: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine
the suitability of candidates for the post(s). The Gauteng Department of Health is
guided by the principles of Employment Equity; therefore, all the appointments
will be made in accordance with the Employment Equity target of the department.
People with disability are encouraged to apply. This is an open advertisement
and posts will be filled from date of advertising up to the closing date of 31 March 2019
in line with PSR, 65 (8). Candidates must please communicate with departmental
contact persons to ascertain whether vacancies are still available in categories
which are of interest to them.

CLOSING DATE : 31 March 2019

POST 47/79 : DIETICIAN REF NO: CHBAH 106

SALARY : Grade 1: R281 148 per annum (Plus benefits)
          Grade 2: R331 179 per annum (Plus benefits)
          Grade 3: R390 129 per annum (Plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for the required registration
with the Health Professions Council of South Africa (HPCSA) in the relevant profession
(where applicable). Grade 1: No experience required after registration with the HPCSA in
the relevant profession (where applicable) in respect of RSA qualified employees
who performed community service in relevant profession as required in South
Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with
the HPCSA in the relevant profession (where applicable) in respect of RSA
qualified employees who performed community service in relevant profession as
required in South Africa. Grade 3: A minimum of 20 years’ relevant experience
after registration with the HPCSA in the relevant profession (where applicable) in
respect of RSA qualified employees who performed community service in relevant
profession as required in South Africa.

DUTIES : Render effective patient centred dietetics service for in- and out-patients in
adherence to the scope of practice and health protocols. To work with colleagues,
relieve as and when the need arises, and to work closely with the interdisciplinary
team members. Carry out delegated duties. To participate in student training,
supervision and performance evaluation. Implement and maintain the quality
assurance and National Core Standard and norms at departmental level. Adhere
to provincial, hospital and departmental policies, procedures, guidelines and
regulations. Perform record keeping, data collection, assist with budget control and
assets management. Contribute and participate in professional development of
self, colleagues and members of the interdisciplinary team members. Participate
in research projects of the department. Participate in quality assurance methods
and CPD activities. Communicate effectively with all stakeholders. Exercise care
with all consumables and equipment.

ENQUIRIES : Ms. N.F. Mongoegi Tel. No: (011) 933 9016

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris
Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor,
Main Admin Building or posted to The Director: Human Resource, Chris Hani
Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service
Department or on the internet at www.dpsa.gov.za/documents. Documents to be
attached is certified ID document, certified copies of qualification/s including
matric, certified and relevant council registration certificate and proof of current
registration (Where applicable). Relevant service certificates. Failure to submit all
the requested documents will result in the application not being considered. If you
have not been contacted within three (3) months after the closing date, please
accept that your application was unsuccessful. Candidates will be subjected to
Personnel Suitability Checks (PSC) – Verification (Reference checks, identity
verification, qualifications verification, criminal record checks, credit/financial
stability checks and employment verification). The recommended candidate may
be subjected to medical surveillance as required by the Occupational Health and
Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical
exercises/tests for Non-SMS positions during the recruitment process to determine
the suitability of candidates for the post(s). The Gauteng Department of Health is
guided by the principles of Employment Equity; therefore, all the appointments will
be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE : 31 March 2019

POST 47/80 : MEDICAL ORTHOTIST AND PROSTHETIST REF NO: CHBAH 107

SALARY : Grade 1: R281 148 per annum (Plus benefits)
Grade 2: R331 179 per annum (Plus benefits)
Grade 3: R390 129 per annum (Plus benefits)

CENTRE REQUIREMENTS : Chris Hani Baragwanath Academic Hospital

Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

DUTIES : Render effective patient centred orthotist and prosthetist service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES : Mr. D. Machaba. Tel No: (011) 933 8815/8816

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and
posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

**CLOSING DATE**
: 31 March 2019

**POST 47/81**
: OCCUPATIONAL THERAPIST REF NO: CHBAH 108

**SALARY**
: Grade 1: R281 148 per annum (Plus benefits)
Grade 2: R331 179 per annum (Plus benefits)
Grade 3: R390 129 per annum (Plus benefits)

**CENTRE**
: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**
: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). **Grade 1:** No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

**DUTIES**
: Render effective patient centered occupational therapy service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

**ENQUIRIES**
: Ms LA Soulsby Tel No: (011) 933 8187

**APPLICATIONS**
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**
: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental.
contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE : 31 March 2019

POST 47/82 : PODIATRIST REF NO: CHBAH 109

SALARY : 
Grade 1: R281 148 per annum (Plus benefits)  
Grade 2: R331 179 per annum (Plus benefits)  
Grade 3: R390 129 per annum (Plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : 
Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

DUTIES : 
Render effective patient centred podiatry service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES : Ms P Naik Tel No: (011) 933 8154

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.
**CLOSING DATE** : 31 March 2019

**POST 47/83** : PHYSIOTHERAPIST  
**REF NO:** CHBAH 110

**SALARY** :
- Grade 1: R281 148 per annum (Plus benefits)
- Grade 2: R331 179 per annum (Plus benefits)
- Grade 3: R390 129 per annum (Plus benefits)

**CENTRE** :
Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS** :
Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable).  
**Grade 1:** No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.  
**Grade 2:** A minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.  
**Grade 3:** A minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

**DUTIES** :
Render effective patient centred physiotherapy service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

**ENQUIRIES** :
Ms. E. Haarhoff  
Tel No: (011) 933 8927

**APPLICATIONS** :
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE** :
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

**CLOSING DATE** : 31 March 2019
POST 47/84: SPEECH THERAPIST/AUDIOLOGIST REF NO: CHBAH 111

SALARY:
- Grade 1: R281 148 per annum (Plus benefits)
- Grade 2: R331 179 per annum (Plus benefits)
- Grade 3: R390 129 per annum (Plus benefits)

CENTRE:
Chris Hani Baragwanath Academic Hospital

REQUIREMENTS:
Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

DUTIES:
Render effective patient centred speech therapy and audiology service for in and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES:
Dr. S. Balton. Tel No: (011) 933 9263/9264

APPLICATIONS:
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE:
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE: 31 March 2019
POST 47/85  : SOCIAL WORKER REF NO: CHBAH 101

SALARY  :
- Grade 1: R242 553 per annum (Plus benefits)
- Grade 2: R298 299 per annum (Plus benefits)
- Grade 3: R363 507 per annum (Plus benefits)
- Grade 4: R447 069 per annum (Plus benefits)

CENTRE  :
Chris Hani Baragwanath Academic Hospital

REQUIREMENTS  :
Appropriate qualification that allows registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Registration with the SACSSP as Social Worker and proof of current registration. Grade 1: No experience required after registration with the SACSSP as Social Worker. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as Social Worker with the SACSSP. Grade 3: Minimum of 20 years’ appropriate experience in Social Work after registration with the SACSSP as Social Worker. Grade 4: A minimum of 30 years’ appropriate experience required after registration with the SACSSP as Social Worker.

DUTIES  :
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. This would, inter alia, entail the following: Study professional journals and publications in order to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Perform all the administrative functions required of the job. It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service.

ENQUIRIES  :
Ms P Naik Tel No: (011) 933 8154

APPLICATIONS  :
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE  :
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE  :
31 March 2019
POST 47/86 : PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH 112

SALARY :
Grade 1: R24 1908 per annum (Plus benefits)
Grade 2: R29 7516 per annum (Plus benefits)
Grade 3: R362 559 per annum (Plus benefits)

CENTRE :
Chris Hani Baragwanath Academic Hospital

REQUIREMENTS :
Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. **Grade 1:** No experience required after registration with the SANC as Professional Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). **Grade 2:** A minimum of 10 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). **Grade 3:** A minimum of 20 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES :
Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

ENQUIRIES :
Ms DF Ngidi Tel No: (011) 933 0134

APPLICATIONS :
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 4pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE :
Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. This is an open advertisement and posts will be filled from date of advertising up to the closing date of 31 March 2019 in line with PSR, 65 (8). Candidates must please communicate with departmental contact persons to ascertain whether vacancies are still available in categories which are of interest to them.

CLOSING DATE : 31 March 2019

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at www.gautengonline.gov.za

CLOSING DATE : 14 December 2018, 12H00. No late applications will be considered.
Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and identity. Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

**OTHER POSTS**

**POST 47/87**

**DEPUTY DIRECTOR: PROJECT SUPPORT REF NO: REFS/003308**

Directorate: Project Management Office

**SALARY**

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

**CENTRE**

Johannesburg (Head Office)

**REQUIREMENTS**

A Degree or B Tech in Project Management/ Public Administration or Management/ Construction Project Management / Business Management or a Postgraduate qualification in Project Management and/or Built Environment. Training in management development courses will be an added advantage. A minimum of 3 – 5 years’ experience at middle management within a project management environment and/or support, reporting and coordination of multifunctional teams in the infrastructure and built environment. Knowledge and understanding of Human Settlements policies and procedures, project management public policies and administration procedures, Batho Pele principles including project stakeholder relations management. Skills: Coordination and consolidation of reports from multiple teams, project planning and reporting, interpersonal, communication (verbal and written), computer literacy, problem solving strategies, planning and organising, decision making, analytical, project management and team leadership. Competencies: Middle management, leadership, human resources management, results driven / quality management, innovation/ continuous improvement and emotional intelligence.

**DUTIES**

Coordination and consolidation of the Departments annual business plan and the Project Readiness Matrix. Technical analysis of the annual business plan in alignment to National and Provincial human settlement priorities. Generate and consolidate monthly and quarterly regional and branch performance reports as per the annual performance plan and business plan. Develop and enforce project management tools and methodologies that will ensure standardisation of processes and administration projects in the Department. Support the coordination of project stakeholder relations committees across regions and generate monthly and quarterly performance reports. Regional coordination, support and programme management of implementing agents supporting the Department in housing delivery. Participate in internal engagements aimed at enhancing organisational processes. Manage own performance and development including that of the team allocated to you.

**ENQUIRIES**

Ms Khosi Kunene Tel No: (011) 861 3050

**POST 47/88**

**ASSISTANT DIRECTOR: PROJECT SUPPORT REF NO: REFS/003309 (X2 POSTS)**

Directorate: Project Management Office

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Johannesburg (Head Office)

**REQUIREMENTS**

A National Diploma in Project Management/ Public Administration or Management/ Construction Project Management/Information and Knowledge Management / Business Management. A minimum of 3 years’ relevant experience within a project management environment and/or support in the infrastructure and built environment. Knowledge: Human Settlements policies and procedures, project management public policies and administration procedures, Batho Pele principles. Skills: Coordination of reports from multiple teams, project planning and reporting,
interpersonal, communication (verbal and written), computer literacy, telephone etiquette, planning and organising, decision making, analytical and project management. Competencies: Junior management, leadership, human resources management, results/ quality management, innovation/ continuous improvement and problem solving.

**DUTIES**

Provide support in the coordination and consolidation of the Departments business plan and the Project Readiness Matrix. Generate and consolidate monthly and quarterly regional and branch performance reports as per the annual performance plan and business plan. Ensure that all documents including minutes, attendance register, action list and reports of the meetings are compiled as per the standard operating procedures. Provide support in developing and enforcing project management tools and methodologies that will ensure standardisation of processes and administration projects in the Department. Support the coordination of project stakeholder relations committees across regions and generate monthly and quarterly performance reports. Provide support in the facilitation and coordination of mega projects implementation. Track and monitor resolutions emanating from the Departmental management meeting & quarterly review sessions, IGR meetings, regional and branch quarterly performance reviews, National Department of Human Settlements, implementing agencies and Legislature responses. Provide secretariat services to the PMO steering committee meetings. Liaise with other branches and external stakeholders on branch matters as instructed by your manager. Participate in internal engagements aimed at enhancing organizational processes.

**ENQUIRIES**

Ms Khosi Kunene Tel No: (011) 861 3050
The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.

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

FOR ATTENTION: Mr LA Nyilenda

CLOSING DATE: 14 December 2018 (Applications received after this date will not be accepted).

NOTE: Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver’s license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 47/89: CHIEF OPERATIONS OFFICER REF NO: 1/2018 (OHOD)

SALARY: R1 446 378 per annum (All inclusive SMS Management Service package)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum postgraduate qualification or NQF level 8 as recognized by SAQA in Public Administration/ Business Administration/ Business Management coupled with 8-10 years’ of experience at a senior managerial level within the public sector administration and service delivery operations environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must be in possession of all the senior management competencies, which are strategic capability and leadership; programme and project management; financial management; change management and people management and empowerment, sound knowledge and understanding of relevant legislations, awareness and understanding of legislation applicable to local government, the Public Sector And Traditional Institutions, sound coordination skills and performance management, decision making and problem solving skills, good communication skills (verbal & written), computer literacy in MS office, a valid code 8 drivers licence.

DUTIES: The successful candidate will be required to direct oversight over service delivery operations in the Department, with emphasis on the strategic operational performance of the departmental programmes as well as monitoring and evaluation, capacity building, and the management of special initiatives initiated as high priority, but falling outside the normal programmed business of the department. with the following key responsibilities:- develops, coordinates, monitor and evaluate strategies to accelerate service delivery of the province, coordinate monitoring, assessment, analysis and evaluation of the overall performance of the department, coordinate capacity building and training initiatives for the implementation by different programmes, coordinate and facilitate department’s special initiatives, execute all functions as programme manager and ensure the effective utilization of resources.

ENQUIRIES: Mr. T Tubane Tel No: (033) 3952035
POST 47/90: DIRECTOR: TRADITIONAL INSTITUTIONAL SUPPORT REF NO: 2/2018 (TRA)
Chief Directorate: Traditional Resource Administration
Directorate: Traditional Institutional Support (Cluster 1)

SALARY: R1 005 063 (All inclusive SMS Management Service package)
CENTRE: Pietermaritzburg
REQUIREMENTS: The ideal candidate must be in possession of a minimum Bachelor's Degree or NQF level 7 as recognized by SAQA in Public Administration/ Business Administration/ Business Management coupled with 5 years’ experience at a middle managerial level in an administrative/ traditional affairs environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: sound knowledge and understanding of relevant legislations and policies, knowledge of prescripts that guide public sector, knowledge of integrated approach to service delivery, knowledge of financial management and financial management prescripts that guide traditional councils, knowledge of programme management, understanding of traditional institution, planning, organising and controlling skills, team development and community development skills, decision making, presentation and leadership skills, research and networking skills, good communication skills (verbal & written), computer literacy in ms office, a valid code 8 drivers licence.

DUTIES: The successful candidate will be required to manage activities of the Traditional Houses with the following key responsibilities: manage and co-ordinate the financial planning, control and budget of Traditional Councils and Houses, ensure effective and efficient systems for traditional councils, provide an integrated financial administration services to the traditional institutions, ensure effective and efficient management of resources.

ENQUIRIES: Mr. S Gumede Tel No: (033) 8973833

POST 47/91: DIRECTOR: MONITORING REF NO: 2/2018 (MESP)
Business Unit: Monitoring Evaluation and Strategic Planning
Directorate: Monitoring

SALARY: R1 005 063 (All inclusive SMS Management Service package)
CENTRE: Pietermaritzburg
REQUIREMENTS: The ideal candidate must be in possession of a minimum Bachelor's Degree or NQF level 7 as recognized by SAQA in Monitoring and Evaluation or related field coupled with 5 years experience at a middle managerial level in a monitoring environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of understanding relevant local government legislations, knowledge of project management, knowledge of information management, knowledge of monitoring and evaluation and implementation, knowledge of strategic planning & management, good planning skills, team development skills, decision making and problem solving skills, good communication skills (verbal & written, computer literacy in MS office, a valid drivers licence.

DUTIES: The successful candidate will be required to provide support to the Department implementation and management of monitoring and reporting with the follow key responsibilities, ensure the timeous submission of quality progress reports across the units of the department, facilitate information management; reporting and monitoring processes in the department and facilitate co-ordination and alignment between all spheres of government, provide assistance in ensuring validity and reliability of all data/information reported in the quarterly progress reports and build capacity, provide input to national and provincial policy and legislative processes as well as structures regarding monitoring of public sector policies; programmes and projects, management of the units resources.

ENQUIRIES: Mr. S Gumede Tel No: (033) 8973833

POST 47/92: DIRECTOR: EVALUATION REF NO: 3/2018 (MESP)
Directorate: Evaluation

SALARY: R1 005 063 (All inclusive SMS Management Service package)
CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum Bachelor’s Degree or NQF level 7 as recognized by SAQA in Monitoring and Evaluation or related field coupled with 5 years’ experience at a middle managerial level in an evaluation environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of understanding relevant local government legislation, knowledge of project management, knowledge of information management, knowledge of monitoring and evaluation and implementation, knowledge of strategic planning & management, planning and team development skills, decision making and problem solving skills, good communication skills (verbal & written), a valid drivers licence.

DUTIES: The successful candidate will be required to co-ordinate and manage the report back and evaluation of performance of the Department with the following key responsibilities, co-ordinate quarterly programme reviews of the programmes in the department, co-ordinate alignment of organisational performance against individual performance within the Department, facilitate external evaluation of all programme areas, provide input to national and provincial policy and legislative processes as well as structures regarding monitoring of public sector policies; programmes and projects, management of the units resources.

ENQUIRIES: Ms. A Sekhesa Tel No: (033) 3952638

POST 47/93: DIRECTOR: CAPACITY BUILDING STRATEGY REF NO: 2/2018 (CD)
Chief Directorate: Capacity Development
Directorate: Capacity Building Strategy

SALARY: R1 005 063 (All inclusive SMS Management Service package)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum Bachelor’s Degree or NQF level 7 as recognized by SAQA in HRM/HRD or related field coupled with 5 years’ experience at a middle managerial level in a training and development environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of understanding relevant legislations, knowledge of project management, knowledge of local government functioning, planning skills, team development skills, decision making skills and problem solving skills, Financial Management and strategic planning skills, good communication skills (verbal & written), a valid drivers licence.

DUTIES: The successful candidate will be required to provide leadership and vision for capacity development in the department by developing, implementing and maintaining sound capacity building strategy with the following key responsibilities: develop and implement capacity building strategy in line with the Five Year Local Government Strategic Agenda, develop executive courses for councillors, officials and traditional councils, assessment of scarce skills in all spheres of government, coordinate capacity building funding and ensure effective interventions, manage the resources of the directorate.

ENQUIRIES: Ms. H Khunoethe Tel No: (033) 3556343

OTHER POSTS

POST 47/94: DEPUTY DIRECTOR: CONDITIONS OF SERVICES AND RENUMERATION REF NO: 3/2018 (HRM & D)
Chief Directorate: Human Resource Management And Development
Directorate: Human Resource Administration

SALARY: R697 011 per annum (All inclusive middle management service package)

CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a National Diploma or NQF level 6 as recognized by SAQA in Human Resource Management/Public Administration (Major in HR) coupled with 3 years’ experience at a junior managerial level in a human resource administration environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Excellent knowledge of the public service prescripts, legislations, policies and collective agreements relating to HRM, knowledge of practical demonstration of knowledge
in the key responsibility areas, knowledge of HR systems and their relation to other systems within the department, PERSAL knowledge, good language, listening skills, problem solving, decision making and presentation skills, good planning, organisational and project management skills, managerial skills, good communication skills (both written and verbal), computer literacy in Ms Office, a valid driver’s license.

**DUTIES**

The successful candidate will be required to manage the conditions of service and remuneration matters of employees with the following key responsibilities: manage administration of service benefits and exit processes, manage administration of salaries benefits and allowances, manage and control the distribution of HR related documents and registry functions, provide training, advice and guidance on HR utilisation matters to clients, management of internal resources, HR, budget equipment etc.

**ENQUIRIES**

Mr. GN Dlamini Tel No: (033) 3952499

**POST 47/95**

**DEPUTY DIRECTOR: FINANCIAL CONTROL REF NO: 1/2018 (TGF)**

Business Unit Traditional Governance and Finance

**Directorate: Traditional Financial Management**

**SALARY**

R697 011 per annum (All inclusive middle management service package)

**CENTRE**

Pietermaritzburg

**REQUIREMENTS**

The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Financial Management/Accounting coupled with 3 years’ junior management experience in a financial environment.

Essential Knowledge, Skills and Competencies Required:

The successful candidate must have:

- knowledge of PFMA, treasury regulations and other applicable legislations,
- knowledge of financial planning, planning and project management skills, team development, decision making and problem solving skills, policy analysis and analytical skills, good communication skills (written and verbal),
- computer literacy in Ms Office, a valid driver’s license.

**DUTIES**

The successful candidate will be required to provide integrated financial administration services to Traditional Councils/Houses with the following key responsibilities:

- manage the development and implementation of an innovative and standardised control system of TC revenue collection, banking, recording and reporting,
- ensure that the establishment and management of all TC trust or funds is in terms of the PFMA,
- manage the provision, safekeeping and distribution of face value forms for TCs,
- provide support to TC’s in the management of investments,
- monitor and evaluates performance of Traditional Councils,
- ensure effective and efficient utilisation of resources.

**ENQUIRIES**

Mr. BW Ndlovu Tel No: (033) 3952570

**POST 47/96**

**DEPUTY DIRECTOR: RAPID RESPONSE REF NO: 4/2018 (CDWPP)**

Chief Directorate: Community Development Worker and Public Participation

**Directorate: CDWP and Rapid Response**

**SALARY**

R697 011 per annum (All inclusive middle management service package)

**CENTRE**

Pietermaritzburg

**REQUIREMENTS**

The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Public Administration, Municipal Governance/Law Enforcement, Social Sciences coupled with 3-5 years’ junior management experience in local government. Related stakeholder coordination experience will be an added advantage.

Essential Knowledge, Skills and Competencies Required:

The successful candidate must have:

- knowledge of relevant legislations, knowledge of all relevant enabling prescripts, knowledge of intergovernmental and functioning of municipalities, ability to articulate and implement the IGFA,
- ability to nurture relationships with strategic partners within and outside of government sector, planning and management skills, presentation and facilitation skills, conflict resolution and problem solving skills, team development and decision making skills, good communication skills (written and verbal),
- computer literacy in Ms Office, a valid driver’s license.

**DUTIES**

The successful candidate will be required to ensure that service delivery problems are responded to timeously with the following key responsibilities:

- ensure local
engagement prior and after service delivery protests, ensure that service delivery protests are responded to timeously, manage the rapid response service to areas that are pressure points and threatened by service delivery, protests within the district, oversee service delivery problems identification utilizing various systems, develop and implement policies, frameworks, guidelines and toolkits, management of resources.

ENQUIRIES : MS F Makhanya Tel No: 033 3556562

POST 47/97 : DEPUTY DIRECTOR: PROSECUTIONS REF NO: 1/2018 (MAG)
Chief Directorate: Municipal Administration & Governance
Directorate: Municipal Investigations

SALARY : R697 011 per annum (All inclusive middle management service package)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in a possession of a minimum Bachelors Degree or NQF 7 as recognized by SAQA in law or policing coupled with 3-5 years’ junior management experience in prosecution of criminal and civil cases as well as National Security Clearance. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Extensive knowledge and understanding of the Criminal Procedure Act, prevention of Organised Crime Act, Public Service Act, law of evidence, the Municipal Finance Management Act And Local Government Legislations, interpretation and application of legislation and policy skills, decision making and problem solving, give evidence in criminal, civil proceedings or litigation and disciplinary enquiries and commissions of enquiry skills, communication skills (both written and verbal), computer literacy in Ms Office, a valid driver’s license.

DUTIES : The successful candidate will be required to ensure implementation of forensic investigation recommendations within municipalities with the following key responsibilities: facilitate and coordinate criminal prosecutions, facilitate and coordinate civil recovery processes, facilitate and coordinate disciplinary matters, liaise with SAPS, National Prosecuting Authority and other law enforcement agencies, analyse trends and develop policies and guidelines.

ENQUIRIES : Mrs. S Govender Tel No: (033) 3556234

POST 47/98 : ASSISTANT DIRECTOR: BOOKEEPING REF NO: 3/2018 (F)
Chief Directorate: Finance
Directorate: Financial Administration

SALARY : R356 289 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Financial Management/Accounting coupled with 3 years management experience in a financial environment. Essential Knowledge, Skills and Competencies: Required: The successful candidate must have: knowledge of PFMA, DORA and other relevant legislations, knowledge of policy analysis and project management, planning and team development skills, decision making and problem solving skills, financial management and budget planning skills, knowledge of instruction notes and tax, knowledge of BAS (Basic Accounting System) And Persal, good communication skills (both written and verbal), computer literacy in MS Office, a valid driver’s license.

DUTIES : The successful candidate will be required to provide and maintain an orderly and sound bookkeeping system for all financial transactions and the processing of interdepartmental claims with the following key responsibilities:- administer and maintain suspense accounts, debts and tax reconciliations, render banking management services, manage all interdepartmental claims, provide input to the annual financial statements of the Department.

ENQUIRIES : Ms. A Madlala Tel No: (033) 3953085

POST 47/99 : ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: 4/2018 (F)
Directorate: Procurement

SALARY : R356 289 per annum
CENTRE: Pietermaritzburg

REQUIREMENTS: The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Public Administration, Financial Management or Supply Chain Management coupled with 3 years supervisory experience in supply chain management environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- sound knowledge of supply chain management, sound knowledge of PFMA, treasury regulations, SCM and other prescripts, functional knowledge of procurement, good planning, decision making and problem solving skills, ability to develop the unit into a team, numeracy skills, good communication skills (both written and verbal), computer literacy in MS Office, a valid driver’s license.

DUTIES: The successful candidate will be required to manage and administer contracts in accordance with departmental policies and compliance with legislative requirements with the follow key responsibilities, ensure the monitoring of contract compliance, co-ordinate the monitoring, analysis and determination of actions to ensure proper contract administration, ensure administration support is provided for the component, manage risks and resolve disputes in a timely manner, provide advice, guidance and input to policy, procedures and guidelines for managing contracts, manage staff under your control.

ENQUIRIES: Mr. N Ludidi Tel No: (033) 3952167

DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative employer, whose aim is to promote Representivity in all levels of all occupational categories in the Department.

OTHER POSTS

POST 47/100: MEDICAL SPECIALIST – (GRADE 1, 2 AND 3) (PEDIATRICS) REF NO: GS 68/18
Component: Paediatrics

SALARY: Grade 1: R1 051 368 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.
Grade 2: R1 202 112 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.
Grade 3: R1 395 105 per annum 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.

CENTRE: Greys Hospital; PMB Metropolitan Hospital Complex

REQUIREMENTS: MBCHB OR equivalent qualification Plus FC Paeds (SA) OR equivalent Current Registration with Health Professions Council of South Africa as a Medical Specialist in Paediatrics OR as a registrar in Paediatrics. Those candidates who are still completing training time in their FINAL year of Registrar training may apply for the post on the understanding that appointment to the post can only be made after successful candidate/s have received registration from the HPCSA as a medical specialist in Paediatrician (independent practice). Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). Recommendation: Any experience as a Paediatrician will be an advantage. Sub-specialist qualifications in line with current disease burden and resources will be an advantage. Knowledge, Skills, Training and Competency Required: Specialist or Sub-specialist medical knowledge, skills & competence in paediatrics and child health or relevant sub-specialty. Current health and public service legislation, regulations and policy. Medical ethics,
epidemiology, research and statistics. Medical education training and experience. Research publications, research knowledge, skills & competence.

DUTIES:
(Will cover clinical skills, performance, training, research and supervision & support). (Will cover clinical skills, performance, training, research and supervision & support). Participate in the provision of 24-hour in- and outpatient paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex (Grey’s and/or Edendale Hospital) as deemed necessary for patient care. Generalist may work in sub-specialty areas, and vice versa, sub-specialist may work in generalist / other sub-specialty areas. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s. Assist with the administration of a component of the paediatric department in Pietermaritzburg. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of KwaZulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Assist and participate in research activities as defined within the department.

ENQUIRIES:
Dr BL Dhada Tel No: (033) 897 3264 / 87

APPLICATIONS:
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

FOR ATTENTION:
Mrs. M. Chandulal

NOTE:
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 66/18. 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 shortlisted. 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:
07 December 2018

POST 47/101:
PRINCIPAL NURSING COLLEGE (SINGLE NURSING CAMPUS) REF NO: BEN 1/2018
Component: Benedictine Campus

SALARY:
R902 550 per annum (an all inclusive package)

CENTRE:
Benedictine Hospital

REQUIREMENTS:
Senior Certificate/Grade 12 PLUS; Current registration (2018) with SANC as a General Nurse, Midwife/Accoucher PLUS; Post -basic qualifications in Nursing Education and Nursing Administration/ Nursing Management/Health Service Management registered with the South African Nursing Council PLUS; In possession of an unendorsed valid RSA Drivers Licence (PLUS; A minimum of 11 (eleven) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing PLUS; At least 7 (seven) years of the above period must be recognizable experience in Nursing Education after obtaining post basic qualification in Nursing Education of which three (3) years must be relevant management experience in a Nursing Education Institution. Recommendations: Masters’ Degree in Nursing. Basic Computer Literacy (certificate required). Knowledge, Skills and Experience: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have excellent communication skills (written & verbal) and presentation skills. In depth knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including
evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills.

**DUTIES**

- Develops an integrated plan for all nurse training programmes in the Campus.
- Maintains all clinical records and reports of learners. Provides and manages all resources to facilitate learning and teaching. Maintains appropriate nursing standards based on current legislation and guidelines. Manages and controls the Campus Budget. Plans and implements theoretical and clinical instruction and evaluation of learners. Ensures control of discipline and deal with grievances in the Campus. Plans and implements student clinical accompaniment. Formulates and analyses policies and its enforcement. Monitors, evaluates and assesses Performance Management and Development of staff. Undertakes quality promotion programmes within the Campus. Develops reviews and implements the strategic plan of the Campus. Plans, facilitates and participates in Curriculum Development initiatives for the implementation of the New Nursing Qualifications. Plan, prepare and implement initiatives towards Campus accreditation for the New Nursing Programmes. Implement new nursing programmes. Liaises with relevant internal and external stakeholders on nursing education issues.

**ENQUIRIES**

Dr EN Hlongwa (Vice Principal: KZN College of Nursing) Tel No: 033 264 7800

**APPLICATIONS**

Applications must be forwarded to: The Registrar, Benedictine Nursing Campus, Private Bag X 5002, Nongoma, 3950

**FOR ATTENTION**

Mr. B Mnyandu

**NOTE**

Application for employment form Z83, which is obtainable from any Government Department OR from the website www.kznhealth.gov.za. Certified copies not more than 3 months of all original documents must be attached to your application form including: Identity document (RSA), highest educational qualifications, unendorsed valid driver’s licence. Curriculum Vitae, Certificate(s) of service from previous employer(s). The Reference Number and Position for which you are applying as stated in the advert must be clearly indicated in the column provided on the form Z83. NB: Faxed and e-mailed applications will NOT be accepted. Copies of certified copies will disqualify candidates. Failure to comply with the above instructions will disqualify applicants. Please note, due to the large number of applications envisage to be received, applications 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 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). Please note that due to financial constraints, no S&T and resettlement claims will be considered for payment to candidates that are invited for interviews.

**CLOSING DATE**

07 December 2018

**POST 47/102**

OPERATIONAL MANAGER (SPECIALTY) (ADVANCED MIDWIFERY) REF NO: OSI OM SPEC4/2018

**SALARY**

R532 449 per annum. Other Benefit: 8% inhospitable area allowance, 13th Cheque, medical aid (Optional) and housing allowance (employee must meet prescribed requirements)

**CENTRE**

Osindisweni Hospital

**REQUIREMENTS**

Grade 12 (Standard 10).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 experience in nursing after registration as a Professional Nurse with SANC in General Nursing. One (1) year Post basic qualification in Diploma in Advanced Midwifery & Neonatal Nursing Science. At least 7 years of the period referred to above must be appropriate recognizable experience in the specific specialty after registration in the specific specialty. Proof of current year registration with SANC. Proof of work experience (Certificate of Service) from
previous and current employer endorsed and stamped by HR must be attached.
Recommendation: Proof of Computer literacy. Degree/Diploma in Nursing Management. Knowledge, Skills, Training and Competencies Required:
Knowledge of nursing care process and procedure, nursing and other relevant Legal Framework. Knowledge of labour relations. Knowledge and experience in implementation of Batho-Pele principles and patients, Rights Charter, Code of conduct. Financial and budgetary knowledge pertaining to the relevant resources under Management. Leadership, organizational decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of National Core Standards.

**DUTIES**

Coordination of optimal, holistic specialized nursing care within set standards and professional/legal framework. Ensure accurate and reliable statistics and report generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development practices in the hospital against set standards with view to identify and address problem areas timely. Ensure the effective efficient and economical use of all allocated resources, including human resources. Provision of the support to nursing service. Coordination of the provision of effective training and research. Maintain professional growth/ethical standard and self-development. Participate in all initiatives with an aim to achieve quality service provision. Ensure that units comply with National Core-standards, Batho-Pele principles to meet needs and demands of the clients. Strengthen implementation of MCWH Programme as per National guidelines. Participate in PPIP Programme. Assist with perinatal mortality review meetings.

**ENQUIRIES**

Ms P.P. Thusi (Deputy Manager Nursing) Tel No: 0325419250

**APPLICATIONS**

applications to be forwarded to: The Chief Executive Officer, Private Bag X15, Verulam, 4340

**CLOSING DATE**

07 December 2018

**POST 47/103**

OPERATIONAL MANAGER (SPECIALTY) (FORENSIC PSYCHIATRIC WARD)

**REF NO:** FNH 08/2018 (X1 POST)

**SALARY**

R532 449 –R599 274. Other Benefits: 13th cheque, Medical Aid (Optional), Home Ownership, etc (Employee must meet the prescribed requirements)

**CENTRE**

Fort Napier Hospital

**REQUIREMENTS**

Matric/Grade 12 Certificate. Degree/Diploma in General Nursing plus Post Basic qualification in Psychiatry (Advanced Psychiatry) with duration of at least one year and accredited with SANC in terms of Government Notice No R212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General nursing of which 5 years must be appropriate/recognizable experience after obtaining post basic qualification in Psychiatry (Advance Psychiatric Nursing). Current S.A.N.C receipt (2018). Appropriate/recognizable supervisory experience at a Unit level. (Attach proof from Supervisor) Proof of Experience endorsed by your HR (Certificate of Service) Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedures. Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills. Good communication, leadership, interpersonal and conflict management skills.

**DUTIES**

Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure
by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Participate in performance reviews i.e. EPMDs. Participate in health promotion & illness prevention initiatives within the institution.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
CLOSING DATE
POST 47/104

SAKY
CENTRE
REQUIREMENTS
DUTIES

ENQUIRIES
APPLICATIONS
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. 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 66/18. 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). The successful candidate will report directly to the Office of the CEO.

**CLOSING DATE** : 07 December 2018

**POST 47/105** : MEDICAL SPECIALIST (GRADE 1, 2, 3) ONCOLOGIST (SESSIONAL), 20 SESSIONS (HOURS) PER WEEK REF NO: GS 67/18 (X 2 POSTS)

Component: Oncology

**SALARY** : Grade 1: R526 240 per annum
Grade 2: R601 120 per annum
Grade 3: R697 840 per annum

**CENTRE** : Greys Hospital, Pietermaritzburg

**REQUIREMENTS** : Minimum Requirements: MBChB or equivalent, FC RadOnc (SA) and / or MMED Current Registration with HPCSA as a Specialist Oncologist Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration as specialist with the Health Professions Council of South Africa. **Grade 1**: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2**: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3**: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competency Required: Sound knowledge of medical oncology, including appropriate and rational prescribing of chemotherapeutic agents and biologicals. In depth theoretical and practical understanding of radiotherapy including its prescription, contouring, plan evaluation and adjustments. Comprehensive understanding of palliative care and its application in oncology. Good clinical decision-making and communication skills. Ability to teach and supervise MOs and registrars in the clinics and at radiotherapy planning. Knowledge of basic ethical and academic research principles. Detailed and accurate patient record-keeping.

**DUTIES** : Control and management of clinical services as delegated by the Head of Department. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct and oversee out-patient specialist clinics (both new and follow-up) and provide expert opinion where required. Participate in multi-disciplinary teams. Prescribe radiotherapy, contour volumes, evaluation and revision of radiotherapy plans (definitive and palliative). Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her supervision. Provide teaching to medical officers and registrars related to delegated clinical services including radiotherapy planning and evaluation.

**ENQUIRIES** : Dr L Stopforth Tel No: 033 897 3222

**APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

**FOR ATTENTION** : Mrs. M. Chandulal

**NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate-not copies of certified copies, Curriculum Vitae and certified ID copy 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 66/18. 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 : 07 December 2018

POST 47/106 : OPERATIONAL MANAGER REF NO: SAH 16/2018 (X1 POST)
Branch: ST Andrews Hospital ARV Clinic: HAST Programme

SALARY : R420 318 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)

CENTRE : ST Andrews Hospital

REQUIREMENTS : Diploma / Degree in Nursing, Current registration with SANC as a General Nurse and Midwife. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes

DUTIES : To plan, organize and monitor the objectives of the unit in the consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, hostile, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDs. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

ENQUIRIES : Mrs Mr Singh Tel No: 039-4331955 EXT 211

APPLICATIONS : all applications should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager

NOTE : African male and people with disability are encouraged to apply

CLOSING DATE : 07 December 2018

POST 47/107 : PROFESSIONAL NURSE SPECIALTY (PSYCHIATRY) GRADE 1 2 REF NO: ST 55/2018 (X4 POSTS)
Component: 029823

SALARY : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum

CENTRE : Stanger Hospital

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

**DUTIES:**
Provision of optimal, holistic specialised nursing care with set standards and within a Professional / legal framework. Provide holistic approach to patients’ care according to the nursing process. Delegate duties and support staff in the execution of patients care. Participate in the nursing audits to evaluate nursing care given to patients. Effective utilisation of Human and material resources. Assist with relief duties of the supervisor and act as a junior shift – leader on both day and night shift. To assist Unit Manager / charge Nurse with the overall management of the ward. To promote team approach to patient care for the effective functioning of the unit. To promote good interpersonal relationships with patients, their relatives and visitors. To be accountable for nursing care in the ward in the absence of the Charge Nurse. Provide a safe, therapeutic and hygienic environment for the patient, visitors and staff. Maintain accurate & complete patients’ records according to legal requirements. Participate in all hospital programs e.g. IPC, Quality Assurance etc. Participate in the implementation of clinical guidelines and protocols. Data management.

**ENQUIRIES:**
Ms M. Stevens (Assistant Manager Nursing) Tel No: 032- 437 6072

**APPLICATIONS:**
Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

**FOR ATTENTION:**
Mr S. Govender

**NOTE:**
Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification(s) (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified ID Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SI/17/2018. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

**CLOSING DATE:**
07 December 2018
POST 47/108 : PROFESSIONAL NURSE SPECIALTY (ANTENATAL AND POSTNATAL) –
GRADE 1 2 REF NO: ST 52/2018 (X1 POST)
Component: 029020

SALARY : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum

CENTRE : Stanger Hospital

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

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

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

APPLICATIONS : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION : Mr S. Govender

NOTE : Directions to Candidates: The following documents must be submitted. Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.
with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 07 December 2018

POST 47/109 : CLINICAL NURSE PRACTITIONER (GRADE 1) (OUTREACH) REF NO: PCHC 06/2018 (X2 POSTS)

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

CENTRE : KZN Health -Phoenix Community Health Centre

REQUIREMENTS : Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General Nursing and Primary Health Care (2018 receipt). A valid Drivers Licence (Code 08/Code10). Experience: Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current / previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment, Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report writing skills, Time management skills, Good listening and communication skills, Coordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related polies.

DUTIES : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, culture race or religious differences. Plan and organise Health Promotion by addressing individual, family and health needs, raising the consciousness of health behaviour, enabling community mobilisation, participation and development for Health, by managing the Family Health Team members and ensuring an integrated team approach to disease prevention through the municipality (Sukuma Sakhe), environmental health, social development and education system, and locally active Not for Profit Organisations. Managing the Family Health Team members and ensuring an integrated team approach to disease prevention through the municipality (Sukuma Sakhe), environment health, social development and education system, and locally active Not for Profit Organisations. Develop and plan to provide health care interventions and systems to address home based management of prevalent conditions in the municipal ward to provide care in an integrated and comprehensive manner such as palliative care through the enrolled nurses, families and Community Care Givers, follow up neonatal care through Community Care Givers and nursing home visits, provide TB treatment (injections) to avoid long term term admission to hospitals, and follow up of disabled persons to prevent deterioration. These activities include clinical work at clinics. Facilitate and assess development of capacity of the enrolled nurse and Community Care Givers to ensure compatibility with the National Health model for Ward based Outreach Teams, requiring care, food gardens, exercise for health groups. Lead the Family Health Team to develop and sustain support groups for Health activities such as breast feeding support groups, HIV positive persons support groups, supports groups for families with intellectually challenged members, support groups for persons with mental illness, weight control groups, and physical activity groups. Ensure accurate community profiling in terms of health and appropriate health actions plans. Verify data collected by team members and compile submission to the Operations Manager. Facilitate monitoring and evaluation activities through
meetings and activities, direct supervision and performance appraisals, rapid community appraisals, analysis of clinic data, focus groups, and individual interviews or questionnaires.

ENQUIRIES  :  Mr MA Ndlovu (Deputy Manager Nursing) Tel No: 031-538 0808
APPLICATIONS  :  Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe 4300.
FOR ATTENTION  :  Ms H.S Khuzwayo
NOTE  :  Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website: www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply
CLOSING DATE  :  07 December 2018
POST 47/110  :  CLINICAL NURSE PRACTITIONER- SCHOOL HEALTH (GRADE 1) REF NO: PCHC 05/2018 (X1 POST)
SALARY  :  R362 559 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
CENTRE  :  KZN Health -Phoenix Community Health Centre
REQUIREMENTS  :  Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General Nursing and Primary Health Care (2018 receipt). A valid Drivers Licence (Code 08/Code10). Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current / previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment, Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report writing skills, Time management skills, Good listening and communication skills, Coordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related polies.
DUTIES  :  Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, culture race or religious differences. Conduct Health Assessment to targeted learners at schools. Administer vaccines at schools as per schedule. Mentor Schools until they attain the Health Promoting School status. Participate in Healthy Lifestyle activities at schools. Implement the “happy hour” at facility. Participate in Operation Sukuma Sakhe activities. Ensure proper utilisation and safe keeping of resources including vehicles. Trace all defaulters. Drive vehicle to and from the sites.
ENQUIRIES  :  Mr MA Ndlovu (Deputy Manager Nursing) Tel No: 031-538 0808
APPLICATIONS  :  Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe 4300.
FOR ATTENTION  :  Ms H.S Khuzwayo
NOTE: Direction to candidate: The following documents must be submitted: Application for employment form (Z83), which is obtainable at any Government Department or from website: www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualifications (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. NB: African Male are encouraged to apply.

CLOSING DATE: 07 December 2018

POST 47/111: PROFESSIONAL NURSE (SPECIALTY) (ADVANCED MIDWIFERY) REF NO: OSI PN SPEC ADM 5/2018

SALARY:
- Grade 1: R362 559 per annum
- Grade 2: R445 917 per annum
- Other Benefits: 8% Inhospitable allowance, 13th Cheque, housing allowance (Employee must meet prescribed conditions), Medical Aid (optional)

CENTRE: Osindisweni Hospital

REQUIREMENTS:
- Grade 12 (Standard 10) certificate. Degree/Diploma in nursing that allows registration to General Nursing & Midwifery 1 year post basic qualification in the specialty i.e. Diploma in Advanced Midwifery & Neonatal Nursing Science Registration certificate with South African Nursing Council (SANC) Current SANC receipt. Proof of work experience (Certificate of Service) endorsed and stamped by HR must be attached. **Grade 1:** Experience: a minimum of 4 years’ appropriate/recognizable experience in Nursing after registration as a Professional Nurse. **Grade 2:** a minimum of 14 years’ experience in nursing after registration as a Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Competencies Required: Knowledge of Public Services Acts, regulation and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedure, nursing statutes and other relevant legal framework. Good communication, verbal, leadership, interpersonal, problems solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele principles and patient’s Rights Charter, Code of Conduct, Team building and diversity Management skills.

DUTIES:
- Effective management of patients, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Maintain in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patients records according to legal requirements. Exercise control over disciplines, grievances and labour relations issues. Promote good working relationships among staff and patients. Assist in supervision and development of all Nursing staff, Reduction of Maternal and Child Mortality and Morbidity rate. Ensure effective participating in all hospital programs i.e. PPIP, PMTCT, CARMA MBFHI, ESMOE, etc. Be able to manage neonates from birth.

ENQUIRIES: Ms P.P. Thusi (Deputy Manager Nursing) Tel No: 0325419250

APPLICATIONS: applications to be forwarded to: The Chief Executive Officer, Private Bag X15, Verulam, 4340

CLOSING DATE: 07 December 2018

POST 47/112: PROFESSIONAL NURSE: SPECIALTY REF NO: SAH 17/2018 (X1 POST)

SALARY:
- Grade 1: R362 559 per annum
- Grade 2: R445 917 per annum
- Other Benefits: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
CENTRE: St Andrews Hospital: Maternity

REQUIREMENTS:

**Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science.

**Grade 2:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science.

Skills:

- Knowledge of nursing care and processes and procedures.
- Knowledge of Public service regulations.
- Disciplinary code, human resource policies, hospital generic and specific policies.
- Leadership, supervisory and good communication skills.
- Team building and cross cultural awareness.
- Knowledge of SANC rules and regulations.
- Knowledge of Batho Pele Principles and patients rights charter.

DUTIES:

- Must be able to handle obstetric and emergencies and high risk conditions.
- To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

ENQUIRIES:

Mrs Mr Singh Tel No: 039-4331955 EXT 211

APPLICATIONS:

all applications should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION:

Human Resource Manager

NOTE:

- African male and people with disability are encouraged to apply

CLOSING DATE:

07 December 2018

POST 47/113:

PROFESSIONAL NURSE (SPECIALTY) REF NO: SAP 19/2018

SALARY:

**Grade 1:** R362 559 – R420 318 per annum plus 13th Cheque, Rural Allowance, Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)

**Grade 2:** R445 917 – R548 436 per annum plus 13th Cheque, Rural Allowance: Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)

CENTRE: St Apollinaris Hospital

REQUIREMENTS:

Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Diploma or Degree in General Nursing and Midwifery. A Post Basic Nursing qualification in Child Nursing Science with duration of at least one year accredited with SANC. Current registration with SANC as General Nurse, Midwifery and Child Nursing Science.

**Grade 1:** Experience: A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with Post basic qualification in Child Nursing Science.

**Grade 2:** A minimum of fourteen (14) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or
recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in Child Nursing Science. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

**DUTIES**: Co-ordinate optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Ensure availability of policies and ward manuals e.g. SANC rules and regulations, procedures, infection control and disaster manual. Complete patient related data and partake in research. Ensure recording of all interventions conducted on the patients. Ensure that clients are cared for in a safe and therapeutic environment. Monitoring of negative indicators i.e. needle stick injuries, patient complaints. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems.

**ENQUIRIES**: should be directed to: Mrs NC Ngubo Tel No: (039) 833 8113/8000

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

**FOR ATTENTION**: Human Resources Section

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

**CLOSING DATE**: 07 December 2018

**POST 47/114**: PROFESSIONAL NURSE SPECIALTY GRADE 1/2 REF NO: HRM 54/2018 (X1 POST)

**Directorate**: Trauma Medical and Surgical

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

**Other Benefits**: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

**CENTRE**: King Edward VIII Hospital
REQUIREMENTS:
Matric/Senior Certificate or equivalent qualification, degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. Gr. 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Specialty. Gr.2: A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification (Specialty) in Trauma. Recommendation: Computer Literacy, Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, co-ordination and liaison skills, problem solving skills.

DUTIES:
Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutical environment for patients, staff and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMD evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Medical Emergency Unit, allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a paediatric ventilated/ medical patient for close monitoring, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality , improvement plans and projects to improve quality of care., to be knowledgeable about management of risks in a trauma unit and forensic nursing.

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: 07 December 2018

POST 47/115: PROFESSIONAL NURSE SPECIALTY GRADE 1 & 2 REF NO: HRM 55/2018 (X2 POSTS)
Directorate: Department of ICU

SALARY:
- Grade 1: R362 559 – R420 318 per annum
- Grade 2: R455 917 – R548 436 per annum

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS:
Degree / Diploma in General Nursing, Registration with S.A.N.C. as a General Nurse and Specialty Nurse. One year Post Basic registration Degree/Diploma in Critical Care/Nephrology plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC. Certificate of service endorsed by HR as a proof of experience. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in general nurse. Plus one year post basic qualification in ICU or Nephrology specialty. **Grade 2:** Experience: Minimum of 14 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in general nursing, of which 10 years must be appropriate/recognizable experience in the ICU or Nephrology specialty.


DUTIES:
Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional Nurse in charge in surgical high care/renal unit. Allocation of Staff within the Directorate on rotational basis. To nurse a critically ill patient who is ventilated, on hemodialysis and on continuous veno venous hemodialysis. To nurse all types of patients regardless of diagnoses according to disease profile within the directorate. To nurse a paediatric ventilated/ high care patient in ICU for close monitoring. Maintain professional growth/ethical standard and self-development. Haemodialysis of patients within the facility (King Edward viii Hospital).

ENQUIRIES:
Mr. BB Khoza Tel No: (031) 360 3026

APPLICATIONS:
hand delivered applications should be posted in to the red box marked “applications” next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, 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. African male and people with disability are encouraged to apply

CLOSING DATE : 07 December 2018

POST 47/116 : PROFESSIONAL NURSE SPECIALTY GRADE 1/2 REF NO: HRM 56/2018 (X2 POSTS)
Directorate: Nephrology

SALARY : Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE REQUIREMENTS : King Edward VIII Hospital

REQUIREMENTS : Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General nursing, registration with S.A.N.C as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. Gr. 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Specialty. Gr.2: A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification (Specialty) in Trauma. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, Co-ordination and liaison skills, problem solving skills. Recommendation: Computer Literacy.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMD evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Medical Emergency Unit allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a paediatric ventilated/ medical patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality improvement plans and projects to improve quality of care, to be knowledgeable about management of risks in a trauma unit and forensic nursing.

ENQUIRIES : Mr. BB 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: 07 December 2018

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.

FOR ATTENTION: Ms T Gigaba

CLOSING DATE: 07 December 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.
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 47/117**  
CHIEF PROVINCIAL INSPECTOR  
REF NO: P 37/2018  
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**  
R444 693 per annum

**CENTRE**  
RTI Vryheid

**REQUIREMENTS**  
A relevant tertiary qualification (3-year Diploma/Degree in a Management or law field – NQF 6); plus a Basic Traffic Officer’s Diploma; plus 3-5 years’ supervisory experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus Valid Peace Officer’s Certificate; plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

**DUTIES**  
Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station
/ centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

**ENQUIRIES**

: Mr VK Chetty Tel No: 033-355 8880/8071

**NOTE**

: It is the intention of this Department to consider equity targets when filling this position. Short-listed candidates may be required to undergo a competency-based test. The Successful candidate will be required to enter into a Performance Agreement.
PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH

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

APPLICATIONS: Please forward all applications, clearly stating the post for which you are applying, Northern Cape Department of Health Private Bag X5049, Kimberley 8300 or 144 Du Toitspan Road Kimberley Hospital Complex, James Exum Building

FOR ATTENTION: Ms F.P Ntsiko Director: Human Resource Management

CLOSING DATE: 07 December 2018

NOTE: People with disabilities and women are especially encouraged to apply for these positions. Applications must be submitted on form Z83 obtainable from any Public Service Department which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references) Service certificates and certified copies of original educational qualifications certificates, drivers licence (where applicable), ID document and proof of citizenship if not an SA citizen. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable). All applications, including those submitted via registered mail must reach the department before 16:00hrs on the day of the closing date. Incomplete applications, faxed applications, emailed applications or applications received after the closing date will be disqualified. Separate Z83 forms and accompanying CVs must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. The department reserves the right not to fill the post.

MANAGEMENT ECHELON

POST 47/118: DIRECTOR: LEGAL SERVICES REF NO: 20/2018

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

CENTRE: Provincial Office, Kimberley

REQUIREMENTS: A B-Degree in Law with 5 years’ experience at middle/senior managerial level, A Valid Drivers’ Licence, knowledge of PFMA, Treasury Regulations and Division of Revenue Act. A thorough knowledge of the Public Service Act, a thorough knowledge of administrative law and litigation of the Public Sector. Knowledge of laws applicable to the public health sector will serve as a strong recommendation.

DUTIES: Provide and supervise the provision of legal advisory services to the Department and Ministry. Scrutinise and supervise the writing of all legal documents including contracts and Memorandums of Understanding (MoU’s). Manage litigation for and against the Department with a view to minimise litigation against the Department. Draft contracts on behalf of the Department. Effective and efficient management of human, physical and financial resources within the Directorate. Monitor the implementation of new and existing legislation and ensure compliance with all legislation. Ensure the Department gets proper and well researched and informed legal opinions. Ensure that all contracts are dealt with thoroughly within the legal services before respective units sign and commit the Department. Ensure that labour disputes are kept at a minimum throughout the Department to ensure continued existence of harmony between the Department and organized labour. Ensure the Department is properly and sufficiently represented in all forums dealing with bargaining issues. Ensure compliance with all relevant legislative
statutory requirements and MPAT towards the achievement of departmental service delivery priorities and goals.

**ENQUIRIES**

: Ms FP Ntsiko Tel No: 053-830 0500
ANNEXURE Q

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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

CLOSING DATE : 10 December 2018

NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. 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 47/119 : CHIEF DIRECTOR: STRUCTURED AGRICULTURAL EDUCATION AND TRAINING REF NO: AGR 2018-71

SALARY : R1 189 338 per annum (Level 14) (CTE salary package)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : The successful candidate must have a relevant under-graduate degree/ advanced diploma (NQF level 7) as recognised by SAQA; a minimum of 6 years senior managerial experience; a reliable mode of transport; and proficient in two of the official languages of the Western Cape Province. Recommendations: Senior Management experience within the public sector/ NGO sector would serve as an advantage, due to the nature of the work required, and experience within these sectors would enable the candidate to be effective from the onset; extensive knowledge of Agricultural industry and relevant practices and policies; knowledge of relevant legislation, frameworks and prescripts regulating the agricultural sector; knowledge of relevant legislation, frameworks and prescripts regulating training and development, skills development, learnerships; norms and quality standards for outcomes based training programmes; extensive knowledge of the needs and factors impacting Agricultural Training Institutes; broad knowledge of how government department function and how the different spheres of government operates; human resource management, labour relations and human capital development; knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Analytical ability, motivational ability, negotiation - and persuasion ability, ability to function on a conceptual level.

DUTIES : Provision of Strategic Leadership and Management; Provision of formal and non-formal training on NQF levels 1 - 4; Provision of tertiary education and training; Create opportunities for qualified students to obtain practical exposure to agriculture through the Land Reform programme; Integrate departmental work with Provincial Strategic Goals and different sector committees; Implement the college transformation plan; Promote integrated governance and strengthening of strategic partnership and industry initiatives (local, national and international).

ENQUIRIES : Mr Darryl Jacobs Tel No: (021) 808 5013
OTHER POSTS

POST 47/120 : DEPUTY DIRECTOR: PLANT AND ANIMAL HUSBANDRY REF NO: AGR 2018-65

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (or equivalent qualification) in Agriculture; A minimum of 3 years management experience. Recommendations: A valid code B driving licence. Competencies: Good knowledge of relevant legislation and policies; Knowledge of the subject skills; Computer skills; Supervisory skills; Problem-solving and decision-making; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Planning and organising; Ability to work under pressure and meet tight deadlines; Conflict resolution; Report writing.
DUTIES : Manage and develop relevant quality training programmes; Client service; Policy determination; Financial Management; Personnel Management; Procurement Management.
ENQUIRIES : Ms L Schuurman at (021) 808 5126

POST 47/121 : ASSISTANT DIRECTOR: GOVERNANCE REF NO: AGR 2018-62

SALARY : R356 289 per annum (Level 09), plus 37% in lieu of service benefits
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Information Technology field; A minimum of 3 years' relevant experience in IT governance environment; A valid (code B) driving licence. Recommendations: Experience in Process Analysis and Mapping. Competencies: Knowledge of the following: Policy analysis and development; Corporate Governance of ICT; Enterprise Risk Management; Project Management; Business Requirements Analysis; Process Analysis; Business Process improvement; Documenting of processes; Software Development Lifecycle; Project Management; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES : Managing the Corporate Governance within the Department of Agriculture with specific reference to IT Governance: Conducting workshop facilitation to elicit ICT requirements in conjunction with business unit; Analysing and documenting of requirements; Develop, facilitate and coordinate the drafting of various policies and standard operating procedures; Manage requests for information as it relate to the external audit; Develop, consult, monitor improvement plans and report on progress made to resolve external audit findings; Participate in Enterprise Risk Management activities; Co-ordinate, review, update and maintain disaster recovery plan and its related processes; Investigating/Analysing/Maintaining Business Solutions and Processes: Facilitating the elicitation of ICT requirements in conjunction with business owners; Conducting administrative tasks: Managing projects on an Enterprise Project Management System (BizProjects).
ENQUIRIES : Ms T Smith at (021) 808 5020

POST 47/122 : ADMINISTRATION CLERK: VET LAB SERVICES: QUALITY CONTROL REF NO: AGR 2018-63

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Previous experience working on a LIMS system (Laboratory Information Management System) is essential preferably labware LIMS; Experience in sample reception in a laboratory environment. Competencies: A good understanding of administration procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office, Excel, Outlook, Database); Organisational and planning skills;
Interpersonal skills to work with external and internal clients; Ability to work independently and accurately.

**DUTIES**: 
- Receive and assist clients at sample reception office; 
- Receive biological samples such as blood, faeces and organs from clients; 
- Contact clients to obtain missing information on submission forms; 
- Capturing of samples registration information onto LIMS (Laboratory database system); 
- Deliver samples to the relevant laboratory sections; 
- Coordinate courier services for referral of samples to other laboratories; 
- Assist with the updating of client information on the LIMS system; 
- Assist with creating new client records on the LIMS system.

**ENQUIRIES**: 
Mr F Dreyer at (021) 887 0324

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

**CLOSING DATE**: 
10 December 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.

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OTHER POST

**POST 47/123**: ASSISTANT DIRECTOR: PHYSICAL PROTECTION REF NO: CS 2018-27

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

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

**REQUIREMENTS**: 
- An appropriate 3-year tertiary qualification (National Diploma/B-Degree); 
- A minimum of 3 years’ appropriate experience; 
- A valid code B driving licence; 
- Grade B registration with PSIRA. 
- Recommendations: Sound knowledge and understanding of Safety and Security legislation; willing to work shifts. 
- Competencies: Sound management and facilitation skills; Knowledge and understanding of Safety and Security legislation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; 
- Interpersonal relations and professionalism; Self-motivated and ability to work independently. 
- Ability to work in a team and independently; 
- Proven computer literacy.

**DUTIES**: 
- Self-enrichment and assisting with the institutionalization of the learning organization’s principles; 
- Create a management environment conducive to organizational performance through constant liaison, co-operation and co-ordination with and reporting to the relevant stakeholders; 
- Ensure the sub-directorate’s methodologies and processes are implemented correctly through effective monitoring and implementing of security systems and regular liaison with top management and relevant stakeholders; 
- Co-ordinate the effective and efficient operational management of the sub-directorate through improving and applying the applicable standard operating procedures.

**ENQUIRIES**: 
Mr M Kalam at (021) 483 5504

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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

**CLOSING DATE**: 
10 December 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


SALARY  :  R356 289 per annum (Level 09)
CENTRE  :  Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS  :  An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Management Accounting or Financial Management; A minimum of 3 years’ relevant supervisory experience in a Management Accounting environment. Recommendations: Experience in the following: Cash Flow Management; Analytical reviews; Compilation and completion of appropriation statement and adjustment estimates. Competencies: Knowledge of the following: Cash Flow Management; Appropriation Statement and Adjustments Estimate process; Basic Accounting System (BAS); Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in Microsoft Office, with an emphasis on Excel (Pivot tables), Supervisory skills.

DUTIES  :  Control of revenue and expenditure against appropriated funds, compilation of monthly analytical reports to management; Compilation of the monthly IYM report to Provincial Treasury and National Departments in terms of conditional grants; Co-ordinate, plan, compile and load the adjustments budget; Compilation of the Appropriation Statement for the AFS; Provide training and guidance regarding revenue and expenditure to all levels of management; Supervise personnel.

ENQUIRIES  :  Mr L Ntamo at (021) 483 9552

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
CLOSING DATE  :  10 December 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 47/125  :  PERSONAL ASSISTANT: STRATEGIC ECONOMIC ACCELERATORS AND DEVELOPMENT REF NO: DEDAT 2018-29

SALARY  :  R242 475 per annum (Level 07)
CENTRE  :  Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS  :  Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years’ relevant experience in rendering support services to Senior Management. Recommendations: A 3-year-tertiary qualification; Ability to do research and analyse documents and procedures; Self-management and motivation; Knowledge on the relevant legislation/policies/prescripts and procedure; Basic knowledge on financial administration; Highly organised and high degree of attention to detail; Good telephone etiquette; Language skills and the ability to communicate well with people at different levels and from different backgrounds. Competencies: Knowledge of financial management and financial processes and understanding of legislation/policies/prescripts and procedures; Good interpersonal and decision-making skills; Communication (written, verbal and presentation) skills in at least
two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Office management; Organising and planning skills; Problem solving skills; High level of reliability.

**DUTIES**

Provide a secretarial support service to the manager; Render administrative support services; Supports the manager with the administration of the manager’s budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**

Ms S Daniels-Robertson at (021) 483 9318

**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.

**ERRATUM:** Kindly note that the post of Operational Manager (Specialty Area: Obstetrics High Care) advertised in Public Service Vacancy Circular 46 dated 16 November 2018, the minimum educational qualification has been amended as follows: Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in advanced Midwifery and Neonatal Nursing Science.

**OTHER POSTS**

**POST 47/126**

**PHARMACY SUPERVISOR: GRADE 1**

**SALARY**

R780 612 per annum (A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**

Red Cross War Memorial Children’s Hospital, Rondebosch

**REQUIREMENTS**

Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years’ appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): In-depth knowledge of relevant legislation, regulations, policies and procedures pertaining to pharmacy practice within public healthcare. In-depth knowledge of relevant finance and supply chain instructions applicable to procurement of medicines in the public sector. Experience in managing pharmaceutical budgets. Leadership and management skills, including organisation, strategic planning and operational management of the pharmacy. Knowledge and experience of human resource management, especially labour relations, performance management, staff development and disciplinary procedures. Exceptional interpersonal, communication and conflict resolution skills to manage staff and stake holder relationships. Computer literacy in Excel, Word, PowerPoint and JAC to record, analyse and present pharmaceutical expenditure data. Practical project management skills and process improvement skills.

**DUTIES**

Ensure medicine availability and ensure the correct storage, control and distribution of medicines within the facility. Management of the procurement of medicines, including contract management. Monitor pharmaceutical expenditure, interpret and analyse expenditure trends and provide recommendations on control measures to the Pharmacy and Therapeutics Committee. Ensure compliance to financial and supply chain management regulations. Monitor data input quality on IT systems in use in Pharmacy e.g JAC and IPS. Prepare monthly and Bi-annual financial reports. Implement quality process improvement. Management of the human resources including staff development, managing labour relations, as well
as administering disciplinary processes, leave rosters, SPMS and SOPS. Implement and manage bi-annual Stock takes of all Pharmacy locations.

ENQUIRIES: Mr E Williams Tel: (021) 658-5031
APPLICATIONS: The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION: Ms T Nqola
NOTE: A competency test will form part of the interview process. No payment of any kind is required when applying for this post.
CLOSING DATE: 07 December 2018

POST 47/127: RADIOGRAPHER GRADE 1 TO 3 (ULTRA-SONOGRAPHER)
Chief Directorate: Metro Health Services

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

CENTRE: Nomzamo Community Day Centre (Based at Macassar CDC rendering a service in the Eastern Geographic area)

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:

ENQUIRIES: Ms G Viana Tel No: (021) 857-2330/3502
APPLICATIONS: The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.
FOR ATTENTION: Ms E Weaver
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** : 07 December 2018

**POST 47/128** : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY, CLINICAL NURSE TRAINING)
Chief Directorate: Metro Health Services

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

**CENTRE** : Khayelitsha District Hospital

**REQUIREMENTS** :
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with a duration of at least 1 year accredited with the SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a professional council. Registration with the SANC as a Professional Nurse. 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 above period referred to must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of nursing code of ethics and professional practice of the SANC. Knowledge of PMTCT, IMCI, RTHB, MBFI, PPFP, PPFC, HCT, Post Natal care and Presentation skills desirable. Ability to function independently as well as part of a multi-disciplinary team. Appropriate and recognisable experience in training of nurses essential. Computer literacy essential (MS Word, Power point, Excel and Outlook).

**DUTIES** :
Effective management of clinical teaching programs in the Maternal and Child Health Stream. Facilitate and teach the clinical programs developed for the Maternal and Child Health Stream. Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses. Evaluate/assess the competencies and skills of nursing personnel in the Maternal and Child Health stream to ensure safe and competent nurses. Effective management and utilisation of physical, material and financial resources within the nurse training department. Maintain ethical standards and promote professional growth and self – development.

**ENQUIRIES** : Mr C Olivier Tel No: (021) 360- 4200

**APPLICATIONS** : The Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783.

**FOR ATTENTION** : Mr B Hendricks

**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** : 07 December 2018
ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)

Directorate: Supply Chain Management-Sourcing

Salary: R356 289 per annum

Centre: Head Office, Cape Town

Requirements:
Minimum educational qualification: An appropriate three year National Diploma or Degree in procurement and or health-related. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Appropriate supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound management skills, including ability to manage a team and strategise solutions. Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication.

Duties:
Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on: End-to-end management of the sourcing process that include integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing that include conducting market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Human resource management.

Enquiries:
Ms S du Toit Tel No: (021) 483-6093 or Santie.dutoit-white@westerncape.gov.za

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

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

Closing Date:
07 December 2018
ARTISAN PRODUCTION GRADE A TO C

SALARY:
Grade 1: R179 523 per annum
Grade 2: R211 464 per annum
Grade 3: R246 870 per annum

CENTRE:
Red Cross War Memorial Children’s Hospital, Rondebosch

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 requirements of the job: Valid (Code B/EB) driver’s licence and own reliable vehicle for overtime duties. Ability to perform standby and overtime duties. Competencies (knowledge/skills): Appropriate experience in the mechanical field, general mechanical repairs and the ability to carry out basic general welding. Appropriate knowledge of air conditioning equipment and medical gas plants. Ability to work independently and under pressure, with good organisational as well as team skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to climb under/over obstacles, climb ladders and work at heights. Ability to operate and use required tools and equipment skillfully and safely.

DUTIES:
Maintain and repair all plant and equipment at the Hospital under the supervision of the Artisan Foreman. Perform necessary administrative functions, train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties.

ENQUIRIES:
Mr D Brindley Tel. No: (021) 658-5124

APPLICATIONS:
The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7701.

FOR ATTENTION:
Mr P Petersen

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

CLOSING DATE:
14 December 2018

ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES - REVENUE)
(Chief Directorate: Metro Health Services)

SALARY:
R163 563 per annum

CENTRE:
Helderberg Hospital, Somerset West

REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in a Fees related environment. Competencies (knowledge/skills): Computer literacy. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS, Clinicom, AR System, BAS, JAC and Finance Instructions. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Strong sense of confidentiality and trustworthiness.

DUTIES:
Follow up Medical Aid statements. Follow up outstanding Invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. General fees administration and account related duties. Render a client service. Investigate, debit, credit or allocate invoices or payments as per UPFS and billing requirements. Daily filing, including Patient Registration and Discharge Forms. Cashier duties including daily cashing up and depositing of state monies. Daily cash inspections. Control JAC information and error report. Administration of all BAS transactions. Management of foreign patients. Control the write-off process. Preparation, submission and finalization of RAF claims. Submission and finalization of SANDF and Correctional Service invoices. Finalisation of Credit balances. Balance and reconcile the AR System to BAS.

ENQUIRIES:
Ms L Jaars Tel No: (021) 850-4700
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: 07 December 2018

POST 47/133: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
(Chief Directorate: Metro Health Services)

SALARY: R163 563 per annum

CENTRE: Oral Health Centres, Tygerberg/Mitchell’s Plain Platform

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subjects and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Supply Chain Management and Financial Management. Appropriate experience in LOGIS. Functional experience in obtaining quotations on an electronic purchasing system and in bid/tender administration (IPS). Competencies (knowledge/skills): Knowledge and practical experience of the LOGIS System. Computer literacy (Excel spreadsheets and Word documents). Sound knowledge of PFMA, National and Provincial Treasury Instructions and AOS. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES: Perform tasks related to procurement administration such as inviting of quotes, supply of stock and to Maintain a database of contracts (ESL). Maintain O-9 files and follow-up with Suppliers on outstanding store stock and buy-outs (RCDY). Capture requisitions and other documentation on the Supply Chain (LOGIS) system. Communicate procurement request to the Quotation Committee and End User. Provide support to Manager and assist within the Supply Chain Component. Ensure compliance to all relevant laws and prescripts in the Supply Chain Management and procurement function. Perform duties related to IPS processes, evaluation and adjudication on system and apply the RFB (Request for Buyout) process when necessary.

ENQUIRIES: Mr Z Karoodien Tel No: (021) 937-3015

APPLICATIONS: The Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505.

FOR ATTENTION: Ms P de Bruin

NOTE: A practical test may form part of the interview process. No payments of any kind is required when applying for this post.

CLOSING DATE: 07 December 2018

POST 47/134: TRADESMAN AID
(Central Karoo District)

SALARY: R96 549 per annum

CENTRE: Nelspoort Hospital

REQUIREMENTS: Minimum requirement: Basic literacy and numerical skills. Experience: Appropriate tradesman experience. Inherent requirements of the job: Willingness to do standby duties. Ability to do hard physical work. Willingness to travel and work overtime. Competencies (knowledge/skills): Good interpersonal skills. Knowledge and the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to use a variety of equipment tools and machinery.

DUTIES: Assist Artisans and Handyman in the execution of their respective duties. Perform various basic maintenance duties in the workshop and the grounds. Under take a variety of the other general duties such as the physical movement of goods and equipment. Clean workshop and assist with repairs and maintenance function’s effectively. Assist with the checking of maintenance and repairs of all equipment and furniture. Assist with sewer and electrical maintenance.

ENQUIRIES: Ms SC James Tel No: (023) 416-1600

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.
DEPARTMENT OF HUMAN SETTLEMENTS

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

CLOSING DATE: 14 December 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 47/135: ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HS 2018-59
(12 Months Contract)

SALARY: R356 289 per annum (Level 09), plus 37% in lieu of service benefits.
CENTRE: Department of Human Settlements, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' relevant experience in a Stakeholder Management environment; A valid code B driving licence. Recommendations: Extensive working knowledge and experience of: Stakeholder management policies, strategies and protocols; The development of a departmental-wide stakeholder management strategy in a stakeholder management environment; Media liaising; Latest trends in communication products; Willingness to travel and to work long or irregular hours. Competencies: Proven Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy in MS Office and Internet; Time management, planning, organising and networking skills; Conceptual, interpretive, formulation and research skills; Proven facilitation, presentation, interviewing and listening skills; Dispute and conflict resolution skills; Team building, strong interpersonal, motivation and leadership skills; Mentoring and coaching skills; Innovative problem solving skills; Project management skills; Ability to interpret relevant policies, strategies, standards, best practices, procedures, acts and legislation; Ability to work under pressure and meet tight deadlines; Be innovative, pragmatic, creative, self-motivated, committed, assertive and diplomatic; Problem solver and team player; Accurate, responsible, reliable and a diligent; Have a multi-disciplinary approach.

DUTIES: Develop a departmental-wide stakeholder management strategy; Execute stakeholder management research, analyse information and compile complex documents, reports and submissions for the department; Sensitise senior management of the Department and the Minister; Manage relationships with key clients or business influences in the local communities; Project profile to media with logistical support.

ENQUIRIES: Mr MA Gabuza at (021) 483 8978

POST 47/136: ADMINISTRATIVE OFFICER: STAKEHOLDER MANAGEMENT REF NO: HS 2018-58
(12 Months Contract)

SALARY: R242 475 per annum (Level 07), plus 37% in lieu of service benefits.
CENTRE: Department of Human Settlements, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1 year experience in a stakeholder management working environment; A valid code B driving licence. Recommendations: Willing to travel as required and work irregular hours as well as on weekends. Competencies: Knowledge of the following: Relevant legislation, acts, policies, codes, guidelines, standards, best
practices, procedures, strategies and protocol relating to Human Settlements; Development of a Ministerial Outreach Programme; Information and Records Management and Reporting; Office administration and database management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office); Ability to work under pressure and meet tight deadlines.

**DUTIES**: 
Act as an administrative coordinator on all relevant departmental stakeholder management projects; Assist to develop a Ministerial Outreach Programme; Coordinate/facilitate all record management and reporting processes applicable to the Ministerial Outreach Programme and relevant departmental stakeholder management projects; Logistical support service.

**ENQUIRIES**: 
Mr MA Gubuza at (021) 483 8978

**PROVINCIAL TREASURY**

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

**CLOSING DATE**: 
10 December 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 47/137**: 
**REGISTRY CLERK: RECORDS MANAGEMENT REF NO: PT 2018-54**

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

**CENTRE**: 
Provincial Treasury, Western Cape Government

**REQUIREMENTS**: 
Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving licence. Recommendations: Knowledge of Electronic Content Management - Correspondence Tracking; Administration Support- Records management and registry Services (PTA). Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Record Keeping Procedures; Computer literacy in MS Office; Disposal process; Must be able to meet physical demands of the job; Opening of post.; Knowledge of classification systems; Electronic Record keeping.

**DUTIES**: 
Provide a registry services by handling all incoming and outgoing correspondence; Opening and closing of files manually and electronically according to the classification system; Retrieval of files; Opening and sorting of mail; Daily franking of post and courier of documents; Maintenance of registers; Assist with management of departmental circulars; Process files and documents for archiving/disposal.

**ENQUIRIES**: 
Ms G Adams at (021) 483 8001

**POST 47/138**: 
**ADMINISTRATION CLERK: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: PT 2018-55**

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

**CENTRE**: 
Provincial Treasury, Western Cape Government

**REQUIREMENTS**: 
Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 months relevant administrative experience. Recommendations: Knowledge of Personnel Salary and Administration System (PERSAL); Database Management. Competencies: Knowledge and skills of the following: Application of relevant legislation; Proven computer literacy; Record keeping and organising skills; Interpersonal skills; Basic numeracy skills; Analytical thinking; Communication (written and verbal) skills in at least two of the official languages of the Western Cape.
DUTIES: Provide effective office administration service through the establishment and maintenance of systems and databases to support follow-up actions and reporting operations; Provide a logistical support to the sub-directorate e.g. ordering of stationery and arranging meetings etc.; Provide general HR administrative services; Database management; Facilitate daily follow-ups on outstanding documents with the Corporate Service Centre (CSC).

ENQUIRIES: Ms K Veary at (021) 483 8214

DEPARTMENT OF THE PREMIER

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

CLOSING DATE: 10 December 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 47/139: ICT TEAM LEADER: E-GOVERNMENT FOR CITIZENS REF NO: DOTP 2018-107

SALARY: R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Computer Science/ Computer Systems/ Software Development/ Web Development or a similar aligned qualification; A minimum of 5 years' experience in ICT planning and development of which 3 years must be management experience. Recommendations: Extensive experience in planning and developing websites, web applications and/or mobile applications using Drupal; Familiarity with the E-Government environment. Competencies: Knowledge of the following: Programming (PHP) and data modelling (UML); Open source and proprietary content management and web portal software; large scale web project / enterprise portal development; Project management best practices and theory specifically Agile approaches; Accessibility & user experience concepts and, the E-Government environment; Participation in Open Source communities of practice; Excellent analytical & problem solving skills; Sound planning and organising skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Maintain, extend, and support Web Content Management and Hosting platforms for WCG digital channels; Plan, develop and maintain web and mobile applications including research, system analysis, module development, integration, theming, testing and debugging; Technical management and coordination of multiple vendors involved in delivery of digital government projects; Develop and implement standard operating procedures and technical standards aligned to digital government policies and strategies; Advise clients, vendors, and internal managers on best practice in digital publishing systems.

ENQUIRIES: Mr C Wakeford at (021) 483 3528

POST 47/140: ASSISTANT DIRECTOR: LEGAL SERVICES LINE ADMINISTRATIVE SUPPORT - REF NO: DOTP 2018-128

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); A minimum of 3 years' relevant experience in office administration and rendering support services to Senior Management. Competencies: Knowledge of
the following: People management policies, prescripts, regulations and procedures; Office administration and Financial Management; Procurement Processes; Knowledge management and safekeeping of documentation; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Presentation, planning, organising and report writing skills; Team leadership.

**DUTIES**

Function as manager/supervisor in respect of: Staff supervision, administration of appraisal process, training and development; Participate in strategic planning; Unit operational planning; Monitor and control expenditure of budget; Responsible for: Overseeing management of the legal library and legal registry; Management of supplier contracts; Prepare presentations and render secretariat services to Branch executive committee; Prepare documentation with regard to complex issues for internal and external stakeholders; Monitoring budget, reporting to senior management, budget planning and forecasting, alerting senior management to possible over- or underspending, advise on need to move funds between budget items; Asset management, stock control and procurement functions.

**ENQUIRIES**

Mr L. Buter at (021) 483 4674

**POST 47/141**

PERSONAL ASSISTANT: ENTERPRISE RISK MANAGEMENT REF NO: DOTP 2018-130

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years’ relevant experience in rendering support services to Senior Management; A valid code B driving licence. Competencies: Knowledge of financial management and financial processes and understanding of legislation/policies/prescripts and procedures; Good interpersonal and decision-making skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Office management; Organising and planning skills; Problem solving skills.

**DUTIES**

Provide a secretarial support service to the manager; Render administrative support services; Support the manager with the administration of the manager’s budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**

Ms A Haq at (021) 483 8318

DEPARTMENT OF SOCIAL DEVELOPMENT

**APPLICATIONS**

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

**CLOSING DATE**

10 December 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 47/142**

SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 2018-142 (X4 POSTS)

**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; 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 F Gezwind at (021) 812 0952

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE: 10 December 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.
<table>
<thead>
<tr>
<th>POST 47/143</th>
<th>CHIEF ARCHITECT: ARCHITECTURAL SERVICES REF NO: TPW 2018-293</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R854 154 per annum, Grade A (OSD as prescribed)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Department of Transport and Public Works, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A B-Degree in Architecture or relevant qualification recognised by the South African Council for the Architectural Profession (SACAP); A minimum of 6 years' post qualification architectural experience; Compulsory registration with SACAP as a Professional Architect (proof of registration must be attached to your profile please); A valid code B driving licence. Recommendations: Experience of contract documentation and administration; Experience in Project Management; Formulation of policies in a multi-disciplinary professional environment; Design and production experience in an architectural office environment; MS Project knowledge. Competencies: Working knowledge of detailing; Knowledge of all relevant built environment legislation including the Occupation Health &amp; Safety (OHS-Act), National Building Regulations, SANS 10400 etc.; Knowledge of Programme and Project Management; Research and planning procedures for projects; Knowledge of Financial Management; Leadership, organising and teamwork skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team; Proven computer literacy in MS Office, Auto-cad and Sketch-up.</td>
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<tr>
<td>DUTIES</td>
<td>Interrogate architectural designs, identify and manage risks, make recommendations and sign off stage reports; Development, interpretation and customisation of functional and technical norms and standards; Development, interpretation and customisation of policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects; Master planning, project briefs (including refurbishment and upgrading), business cases, accommodation schedules and operational narratives and data sheets; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms C Skillicorn at (021) 483 4605</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a></td>
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<thead>
<tr>
<th>POST 47/144</th>
<th>PROFESSIONAL ENGINEER: CONTRACT MANAGEMENT REF NO: TPW 2018-300</th>
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</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>Grade A: R679 338 – R728 400 per annum</td>
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<tr>
<td></td>
<td>Grade B: R769 611 – R829 107 per annum</td>
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<tr>
<td></td>
<td>Grade C: R879 975 – R1 036 557 per annum (OSD as prescribed)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Department of Transport and Public Works, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A Civil Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as a Professional Engineer; A minimum of 3 years post-qualification engineering experience; A valid driving licence (Code B). Competencies: Working knowledge of Road infrastructure maintenance and construction; Engineering design and analysis knowledge; Proven computer literacy (MS Office) as well as computer aided engineering applications; Programme and Project Management; Contract administration; Tender conditions and evaluation; Conditions of contract (GCC 2015); Standard Specifications (Colto); Compilation of contract documentation; Contract law and Contract adjudication; Willingness to travel away from headquarters on a regular basis; Technical report writing skills; Sound engineering and professional judgement; Problem solving and analysis; Decision making, Team work, Creativity; Communication (written and verbal) in at least two of the official languages of the western cape and People Management skills.</td>
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<tr>
<td>DUTIES</td>
<td>Provide technical input into tender and contract documentation and ensure through evaluation that specifications are based on sound engineering principles and</td>
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</tbody>
</table>
ENQUIRIES: Mr AJ Nell at 021) 483 2167
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co


SALARY:
Grade A: R679 338 – R728 400 per annum
Grade B: R769 611 – R829 107 per annum
Grade C: R879 975 – R1 036 557 per annum (OSD as prescribed)

CENTRE:
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS:
Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Persons not yet registered must provide proof of payment of their application submitted for registration to ECSA); A minimum of 3 years post-qualification engineering experience; A valid driving licence (Code B).

Recommendations: Experience of contract documentation and administration, Act/Regulations of Occupation Health and Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge: Programme and Project Management; Engineering design and analysis; Research and development; proven computer literacy in MS Office as well as Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating a high performance culture; Professional judgement; Networking; Skills as follows: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the official languages of the Western Province; Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

DUTIES:
Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, this will entail: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development will entail: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering processes; Administer performance management; Office
administration and budget planning; Manage resources; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development will entail: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms J Thomas at (021) 483 2004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 47/146 : ASSISTANT DIRECTOR: TECHNICAL SERVICES (WORKS INSPECTORATE)
REF NO: TPW 2018-291

SALARY : R444 693 per annum (Level 10)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate National Diploma (T/N/S streams), or equivalent qualification in Building or related; or A N 3 and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 6 years relevant experience in the construction industry including maintenance; A valid code B driving licence. Recommendations: Proven Management experience. Competencies: Extensive knowledge and experience of project management, personnel management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Knowledge of the Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Project, Word, Excel, and PowerPoint).

DUTIES : Plan, execute and control maintenance programmes and projects Cape Town office; Manage the relevant resources: The Projects and Budgets; Maintain and update the various IT Systems; Administrative, Technical and Professional Personnel and Equipment; Ensure that all projects are investigated, researched, planned and then executed on time and within budget, according to the agreed scope and specification to the satisfaction of the user department; Ensure that all facilities are operational always; Fulfil your role as a member of the Directorate: Infrastructure Policies, Strategies and Systems, management team, and project manager of the Department; Define and review on an ongoing basis, the purpose, feasibility, targets, objects and priorities in relation to user departments; Ensure the proper maintenance and care of equipment and all resources allocated; Maintain the official database Biz-Projects, RPM, LiveLink and keep all the systems up to date; Manage all personnel related matters; Responsible for financial management and line function procurement.

ENQUIRIES : Ms J Thomas at (021) 483 2004
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 47/147 : ADMINISTRATIVE OFFICER: PROVINCIAL PUBLIC PRIVATE PARTNERSHIP
REF NO: TPW 2018-298 (X2 POSTS)

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/ B-degree (or higher qualification) with a minimum of 1 years’ relevant experience. Competencies: Extensive knowledge of applicable policies, regulations, internal arrangements and procedures; Applicable knowledge of Basic Accounting System and Financial management; Project and contact management; Attention to detail; Process driven; Technical; Problemsolving & Decision-making; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office.

DUTIES : Render administrative support (including processing of payments on BAS) services; Provide support to manager regarding meetings (secretariat, minutes,
Supports 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: Mr N Joseph at (021) 483 0528
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 47/148: ADMINISTRATION CLERK: FREIGHT REF NO: TPW 2018-301

SALARY: R163 563 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 6 months relevant experience. Recommendations: Experience in project management environment. Competencies: Knowledge of the following: Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable legislative and regulatory requirements, policies and standards; Proven computer literacy (Microsoft Word, EXCEL, PowerPoint, Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Responsible for providing administrative support with regard to all freight projects and initiatives; Responsible for general administration which includes maintaining databases and preparing; letters and reports; Responsible for financial administration; Effect sound document management; Assist with meetings and logistical arrangements.

ENQUIRIES: Ms C Gallant at (021) 483 6906
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 47/149: STORES ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: TPW 2018-299

SALARY: R96 549 per annum (Level 02)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: GET certificate/ Adult Basic Education and Training (ABET)/ Grade 9. Competencies: Knowledge of operate forklift and Supply Chain Management; Basic communication; Good people skills; High level of reliability; Basic numeracy skills; Problem solving; Communication skills in at least two of the three official languages of the Western Cape.

DUTIES: Issuing of stock; Help at stock inspections; Operating forklift; Prepare to lift heavy equipment; Making of copies on request of supervisor; Assist with basic administrative tasks.

ENQUIRIES: Mr CG Harman at (021) 863 2020
APPLICATIONS: Hand delivery is only available during office hours Monday to Friday from 08:00 am to 17:00 pm. If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference.