PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 48 OF 2018
DATE ISSUED: 30 NOVEMBER 2018

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

3. Directions to departments

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

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

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

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

DEPARTMENT OF ARTS AND CULTURE

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

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

CLOSING DATE:
14 December 2018, 16:00

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

MANAGEMENT ECHELON

POST 48/01:
DIRECTOR: MULTILATERALS AND RESOURCING REF NO: 60/2018
Chief Directorate: International Relations

SALARY:
R1 005 063 per annum (An all-inclusive remuneration salary package), consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE:
Pretoria

REQUIREMENTS:
An NQF Level 7 qualification as recognized by SAQA in International Relations / Law / Political Science / Economics / Social Sciences / Public Administration. A Post graduate degree in one of these fields or in Public International Law will be an added advantage. 5 years proven experience at middle / senior managerial level particularly working with United Nations organisations or agencies. Knowledge of International Relation / international law and diplomacy. Knowledge and understanding of conventions and workings of multilateral organisation such as UN. Knowledge of global political, socio-economic issues and government policies. The candidate should demonstrate the ability to translate international policies to strategic national interventions and vice versa. Knowledge of
DUTIES: The successful candidate will be responsible for executing the following: Develop and review policies and strategies for multilateral international cultural relations for the Department, as well as strategies for harnessing of international financial and development resources for the Department. Effect synergy between multilateral and bilateral activities to promote regional development and cooperation in the cultural sector. Increase resources available for arts and culture through partnership with foundations, cultural agencies, private sector, multi and bi-laterals, donors, aid grants and ODA partnership. Coordinate development of SA’s position on international cultural policy issues. Active participation in meetings and discussions of UN, UNESCO, EU, ACP, Commonwealth Foundation, multilateral fora and working groups as appropriate. Provide strategic leadership and empowerment to subordinates. Manage projects and the Directorate’s budget. Contribute to the well-functioning of the Chief Directorate and Department.

ENQUIRIES: Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha
Tel No: 012-441 3646/3730/0823243637

POST 48/02: DIRECTOR: COMMUNICATIONS REF NO: 62/2018
Branch: Corporate Services

SALARY: R1 005 063 per annum (An all-inclusive remuneration salary package), consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines

CENTRE: Pretoria

REQUIREMENTS: An NQF7 qualification as recognized by SAQA in Communications, Public Relations, Journalism or Marketing. 5 years’ experience at middle / senior managerial level in communication. Strategic capability and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Financial management.

DUTIES: The incumbent of this position will be responsible for the following: Conceptualise, develop and implement communication strategies for programmes and projects (media invitations, media packages, write media releases, key messages) of the Department. Manage and lead the development of media relations strategies for projects and other ad hoc campaigns as requested. Build and maintain relationship between the department and media. Write and sending out press releases and follow up calls to ensure media attend events. Arrange interactions with media. Develop media responses to negative reports. Manage the monitoring of media and analysis. Lead, develop and manage staff in the directorate and ensure that allocated resources are used. Allocated resources are used in line with policies and regulations. Provide media support to executive management. Provide support to communication support to Entities and Provincial Department of Arts and Culture departments. Promote and profile Department of Arts and Culture programmes through various platforms. Plan, develop, execute and measure effective communications programmes, media relations, and online communications. Manage the media buying and marketing agency to implement Department of Arts and Culture awareness campaigns and National Days. Manage budget. Facilitate the approval of SLA’s with the communication service providers. Develop and write speaking notes and speeches for the Principals.

ENQUIRIES: Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637
OTHER POSTS

POST 48/03 : DEPUTY DIRECTOR: HERITAGE POLICY AND LEGISLATION REF NO: 63/2018
Chief Directorate: Heritage

SALARY : R697 011 per annum (All-inclusive remuneration salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a relevant 3-year Bachelor’s degree/National Diploma in Heritage. A postgraduate qualification in the field of heritage will be an added advantage. 3-5 years’ middle management experience in the arts, culture and heritage sector preferably in the public sector. A good understanding of the heritage sector. Strong policy formulation and research skills. People management and empowerment. Excellent interpersonal skills and the ability to work as part of a dynamic team. Good communication and interpersonal relations. Project management skills, Ability to work under pressure and meet deadlines.

DUTIES : Assist in the formulation of new and review of existing heritage policies and strategies. Implementation new strategic policy initiatives for the heritage sector. Develop implementation strategies for intangible cultural heritage and digitisation policies. Facilitate the implementation of skills development plan for the heritage sector. Liaise with heritage stakeholders, including other Government departments. Statutory institutions and civil society. Facilitate and co-ordinate research projects, supervise and manage service providers and policy panels.

ENQUIRIES : Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-4413646/3730/0823243637

POST 48/04 : DEPUTY DIRECTOR: STRATEGIC MANAGEMENT REF NO: 64/2018
Branch: Institutional Governance

SALARY : R697 011 per annum (All-inclusive remuneration salary package), consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year Higher Education qualification, Degree in Public or Development Management/ Social or an equivalent qualification. A minimum of 4 years’ relevant experience with at least 2 of those years in the use of performance information management, planning and reporting in a substantive service delivery department. Experience and a clear understanding of Strategic and Annual Performance Planning including Operational Planning. Innovative and creative thinking, systems and processes development for enriching detail in Strategic Plans and Operational Plans. Initiate interventions with relevant networks and structures. Develop Strategies of ensuring that performance information is responding to audit is optimised. Knowledge of Government Planning Frameworks, and Strategic Management within the Public Sector. Attention to detail. Computer literacy. Project Management. Ability to present, communicate, analyse and report. Ability to work under pressure within strict timelines.

DUTIES : To provide support within the Directorate and assist in carrying out all the functions necessary for the effective, efficient management and administration of the Department of Arts and Culture, with a specific focus on the following areas: Development of the Medium- Terms Strategic Framework, the Strategic and Annual Performance Plans; Operational Planning; ENE Chapter of DAC, Organizational Performance Management; Organizational Performance Audit; and ensure Organizational compliance with governance and prescribed legislative requirements. Coordinate and review the development of the Medium- Term Strategic Framework, Strategic Plans, and Annual Performance Plans within the organisation. Coordinate the development of the Operational Planning and provide support on the compilation of the ENE Chapter of the organisation Support the Risk management unit with regards to organisational planning and performance management function, and ensure effective public entities oversight support provided. To institutionalise an integrated strategic planning process and deliver
on quality and credible strategic planning, reporting and monitoring support in the organisation. Compile and present detailed presentation in terms of Departmental Strategic and Annual Performance Planning including drafting briefing notes as and when required. Coordinate and manage audit findings in terms of Performance Information and identify audit innovations.

ENQUIRIES: Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

POST 48/05: DEPUTY DIRECTOR: EVENTS MANAGEMENT REF NO: 65/2018
Chief Directorate: Communication and Marketing

SALARY: R697 011 per annum (All-inclusive remuneration salary package)
CENTRE: Pretoria
REQUIREMENTS: An appropriate three-year Bachelor's Degree or National Diploma in Marketing, Communications or Media Studies plus 3-5 years' experience on Assistant Director level in Marketing, Communications or Media Studies field. A valid EB driver's licence and a willingness to travel. Good knowledge of Events management, Planning and organizing skills, Quality orientation and attention to detail, Ability to persuade others to deliver on their goals and objectives. Knowledge of procurement management. Knowledge of government protocol. Problem solving abilities. Analysing abilities. Good communication and written skills. The ability to work in a team.

DUTIES: To manage National and International events support services to the Department. Manage administration and design services in Events. Manage budgets and reconciliation for events of the Department. Manage payment of Service Providers. Deploy and manage staff at events. Document and deadline management. Manage the event wrap up process for each event. Manage the procurement process in Events Management. Manage promotional items at events of the Department. Manage operations during Events. Develop strategies to guide the management of events. Monitor and evaluate the success of all events of the Department. Manage human resources.

ENQUIRIES: Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

POST 48/06: DEPUTY DIRECTOR: TRANSFER PAYMENT THEFT AND LOSS CONTROL REF NO: 66/2018
Directorate: Financial Administration

SALARY: R697 011 per annum (All-inclusive remuneration salary package)
CENTRE: Pretoria

DUTIES: The incumbent of this position will be responsible for the following: Render a supportive function to the department in matters pertaining to transfer payment control, theft and loses and financial in order to enhance efficiency. Provide financial / administrative support to the department. Manage MTEF allocation to museums and arts institutions. Manage lease agreements, lease register and payments of DAC public entities office accommodation. Manage BAS payments regarding ad hoc funding. Monthly reconciliation of actual expenditure with budget. Manage the monitoring of transfer payment report system indicating the outstanding reports. Manage the development and maintenance of database on the memorandum of agreement. Produce regular expenditure reports as a management tool to indicate the actual flow of funds in comparison with budget. Determine responsibilities in respect of the theft and loss of State money and goods. Perform administration in respect of the collection of Departmental debts
and writing off of debts. Perform responsibilities of Losses and Claims secretariat. Keep the register of lost cases and assist in investigating the cases. Supervise subordinates.

**ENQUIRIES**
Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

**POST 48/07**
**SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 67/2018**
Directorate: Legal Services

**SALARY**
MR-6 R448 268 – R805 179 per annum (Salary will be determined in accordance with the occupational specific dispensation (OSD) applicable to legally qualified personnel)

**CENTRE**
Pretoria

**REQUIREMENTS**
The applicants must have a minimum qualification of an LLB degree or equivalent qualification in Law. At least 8 years’ postgraduate legal experience. The following are essential requirements: Knowledge and understanding of the role and functions of the Department of Arts and Culture and of broad Government imperatives. People management skills. Strong organizational and supervisory skills. Knowledge and competence in managing human, physical and financial resources. Knowledge of and experience in drafting, legal editing and interpretation of contracts and legislation and the furnishing of well-researched and legally sound opinions and advice. General knowledge of all legal matters. Knowledge and understanding of the legislative framework governing the Public Service. Excellent communication skills (both verbal and written). Legal drafting skills and ability. Sound legal research and analytical skills. Excellent human relations and interpersonal skills. Negotiation skills.

**DUTIES**
The incumbent will be responsible for the following: Drafting and editing of legal documents such as contracts, letters, memoranda and related documents. Provide legal opinions and advisory notes on matters of statutory interpretation, the common law and various other matters. Provide general legal assistance to the Department to enable it to fulfil its mandate. Make input on law reform and legislation affecting the Department. Drafting and editing of departmental legislation. Provide advice and managing the departmental litigation matters. Liaison with the State Attorney, private lawyers, relevant Government departments and other stakeholders. Maintain linkages and networks with the State Attorney, Private Attorneys and all public sector lawyers. Undertake legal research and analysis on law and ascertain new developments affecting the Department. Conduct legal awareness and education including workshops and information sessions. Send out circulars and advisory notes on legal compliance. Assist with the management of the Legal Services Directorate and/or deputising for the Director on all managerial matters. Assist with the management and supervision of a team of Legal Administration Officers and Legal Interns within the Legal Services Directorate. Attend to Promotion of Access to Information Act (PAIA) requests and Parliamentary questions.

**ENQUIRIES**
Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

**POST 48/08**
**ASSISTANT DIRECTOR: INFORMATION SYSTEMS SECURITY REF NO: 68/2018**
Directorate: Information Technology

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

**CENTRE**
Pretoria

**REQUIREMENTS**
Three-year National Diploma / Degree in ICT qualification, Certification in Information Systems Security. ICT network management. 2-3 years’ experience in the support and maintenance of security solutions. Experience in the design and implementation of information system security solutions and technologies. Knowledge of backup systems and storage area networks. Good communication and interpersonal relations. Risk management. Project management, ICT Research. Knowledge in the design of Information System Security solutions and
DUTIES: Implementation and maintenance of an Information Systems Security framework for the department. Monitor the security of DAC information and systems through the deployment and monitoring of anti-virus software, patch management, Firewall, mail and web filtering products and network monitoring tools. Perform regular vulnerability assessment, cyber threats assessments and penetration tests to ensure adequacy of security solutions on a regular basis. Assist with the performance of Risk management and the implementation of a Disaster recovery and Business continuity plan. Identify information systems security threats and recommend adequate solutions. Implement recommendations from internal and external audits regarding information systems security. Ensure compliance with various ICT security legislation. Regulations and good practices. Assist in the development and implementation of Information Systems Security policies and procedures. Participate in technical network audit and security audits. Maintain IT access control solutions and systems. Check that system/security logs are kept accordingly. Audit the reports generated by access control systems. Identify information systems security threats and recommend adequate solutions. Assist with IT governance initiatives including IT change management.

ENQUIRIES: Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

POST 48/09: ASSISTANT DIRECTOR: ENTITIES MANAGEMENT REF NO: 69/2018 (4 POSTS) 6 Months Contract Branch: Institutional Governance

SALARY: R356 289 per annum (Level 09) CENTRE: Pretoria

REQUIREMENTS: A Bachelor of Commerce degree or Diploma in Financial Management or Accounting/ Social Sciences/ Humanities or equivalent qualifications. 3 years’ professional experience in Accounting/ Financial Management/ corporate governance/ performance monitoring or similar position within the public service environment. Experience in Public Entities financial/non-financial performance monitoring. Understanding of good corporate governance principles. Knowledge of strategic planning and budgeting processes. Understanding of the Accounting Standards. Report writing and presentation skills. Ability to function independently and as part of the team. Problem solving and analysis. Project and people management skills. Knowledge of relevant legislations including PFMA and Treasury regulations. Understanding of government planning processes and cycle. Good communication skills. Computer literacy.

DUTIES: Provide support and exercise oversight to Public Entities reporting to the department. Co-ordinate the submission of Annual Performance Plans, Strategic Plans, quarterly and annual reports and perform analysis thereof. Analyse financial statements and Audit reports of the Department’s Public Entities. Facilitate the planning and budgeting of the Department’s Public Entities. Monitor Public Entities compliance with PFMA and Treasury Regulations and other relevant legislations. Provide support by coordinating and rendering secretarial services to the internal and external forums. Respond to Parliamentary questionnaires and provide comments on Cabinet Memoranda submitted to the Department. Supervise subordinates.

ENQUIRIES: Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

POST 48/10: ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: 70/2018 Chief Directorate: Communication and Marketing

SALARY: R356 289 per annum (Level 09) CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a three-year Degree / National Diploma in Marketing, Communications or Media Studies plus 2 – 3 years’ relevant experience

**DUTIES**: To manage events for and on behalf of the Department of Arts and Culture. Perform budget costing and reconciliations for events. Manage subordinates. Document management. Draft post project reports and statistics on each event. Perform procurement tasks per event. Manage event implementation strategies. Obtain relevant content for events. Develop social and entertainment programmes. Oversee signage and decoration at events. Develop event site plans. Develop and implement programmes for events. Protect the brand of the Department in events. Identify and implement suitable promotional items for events. Market the Department of Arts and Culture through events. Plan and implement events. Manage the invitation and accreditation process. Liaise with service providers and guests linked to an event. Manage on time infrastructure for an event. Perform protocol functions at an event. Monitor and evaluate the successes of an event. Manage the work of service providers. Develop and implement the event plan for each event. Manage the deadlines linked to an event. Manage the event budget for each event. Comply with safety standards for each event. Liaise with emergency and disaster management and security services for an event. Manage the contracts with service providers.

**ENQUIRIES**: Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

**POST 48/11**: ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 71/2018
Chief Directorate: National Archives of South Africa

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

**REQUIREMENTS** : A National Diploma or Degree in information studies/ sciences., a post-graduate qualification in Archival studies will be an added advantage, 2-3 years’ archival experience in the field of records management with specific specialization in appraisal, records classification systems and inspection, Good communication and interpersonal relations, planning and organising skills, knowledge of records management, supervisory skills, knowledge of National Archives and Records Service of South Africa Act (Act No. 43 of 1996, as amended).

**DUTIES**: The incumbent of this position will be responsible for the following: Manage the Appraisal Programme; Supervision and mentoring appraisal of records; Supervision and mentoring inspections; train archivists re appraisal of public records; supervision, mentoring and evaluation of registry procedure manuals, records management publications, records management policies and training manuals and people management and empowerment.

**ENQUIRIES**: Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637

**POST 48/12**: ASSISTANT DIRECTOR: LEGAL DEPOSIT REF NO: 72/2018
Branch: Heritage Promotion and Preservation

**SALARY**: R356 289 per annum
**CENTRE**: Pretoria

**REQUIREMENTS**: A three-year bachelor’s degree or National Diploma in Library and Information or Archival Science and at least 2 – 3 years’ experience or Matric Certificate and 5 years’ relevant/related experience in the administration and management of legal deposit matters and legal deposit collections in accordance with the Legal Deposit Act and related legislation. Extensive knowledge and experience in the field of collecting, preserving, describing/cataloguing and disseminating film, video and sound records. Planning and organising skills. Ability to work in a team. Supervise skills and research skills. Good communication and interpersonal skills. Sound knowledge of the management and description of museum objects. Knowledge of the South African audio-visual fraternity. Excellent computer skills. Knowledge and
understanding of both analogue and digital formats as well as a clear understanding of digital asset management systems.

**DUTIES**

Manage the Legal Deposit section, Manage receipt and acknowledgement of all Legal Deposit submissions, Ensure registration of Legal Deposit collections, Prepare inventories and cataloguing/detailed descriptions of the Legal Deposit material according to prescripts, Manage dissemination of Legal Deposit collections to preservation units. Prepare reports and advise the Legal Deposit Committee on the Legal deposit collections, Handle all enquiries relating to the Legal Deposit of collections, Interact with relevant stakeholders, Prepare public programming materials on the collections, Responsible for all administrative activities relating to Legal deposit, manage museum object collections, Conduct research and describe each object, Accession and prepare inventories of the objects, Ensure preservation management of the collections and co-ordinate preservation interventions, Ensure compliance with the Archives, Legal Deposit and Access to Information Acts and Regulations. Supervise subordinates.

**ENQUIRIES**

Ms Siena Botha Tel No: 012 441-3646
DEPARTMENT OF COOPERATIVE GOVERNANCE

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

APPLICATIONS  :  May be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta29@ursonline.co.za or via fax: 086 415 5709.

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

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

CLOSING DATE  :  21 December 2018

OTHER POST

POST 48/13  :  ASSISTANT DIRECTOR: MUNICIPAL HUMAN RESOURCE MANAGEMENT SYSTEMS REF NO: 25237/01

SALARY  :  R356 289 per annum

CENTRE  :  Pretoria

REQUIREMENTS  :  A three-year Bachelor’s degree in Public Administration or Human Resource Management or a three-year National diploma in Public Administration or Human Resource Management. A minimum of 3 to 5 years’ experience in relevant field. A valid driver’s licence. The successful candidate is expected to travel extensively. Generic Competencies: Planning and organising, coordination, problem solving and decision making, project management, people management and empowerment client orientation and customer focus, team leadership, diversity management, communication (verbal and written). Technical Competencies: Policy analysis and formulation, knowledge of local government legislative and policy environment, local public administration and human resources, interpretation and application of legislation and labour law.

DUTIES  :  The incumbent will perform the following duties: Support the implementation of the Municipal System Act, 2000 and other relevant legislation applicable to local government. Conduct policy analysis, identify policy gaps and recommend appropriate policy proposals on local public administration. Provide support on the development and review of local government human resource systems and procedures. Coordinate consultation of policy and legislation with national sector departments, organized local government, provinces, trade unions and professional bodies. Monitor, support and report on the implementation of municipal staff systems. Assist in the compilation of memoranda, reports and responses to enquiries pertinent to local public administration and human resources.
ENQUIRIES : Ms N Monyela Tel No: (012) 334 0754
NOTE: The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants’ training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver’s license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 48/14: DEPUTY DIRECTOR: ICT STRATEGIC DIRECTION REF NO: DEISM/32/18/01
Directorate Enterprise Information Systems Architecture

SALARY: R697 011 per annum (Level 11)
CENTRE: Pretoria
REQUIREMENTS: A National Diploma in Information Technology (IT), Bachelor’s degree in Computer Science/Informatics or an equivalent qualification. A minimum of three (3) years management experience in an Information Technology environment. A thorough understanding of the GWEA (Government Wide Enterprise Architecture) framework, strategy and research development. Special requirements (skills needed): The successful candidate must be computer literate (Microsoft Office Suite). Have TOGAF, COBIT 5, and ITIL knowledge. Good communication and interpersonal skills. The successful candidate must also have basic knowledge of government policies and prescripts, time management skills, an ability to work under pressure, and flexibility to work irregular hours. The successful candidate will be required to obtain the appropriate security clearance (Confidential).

DUTIES: Develop and maintain Information Communication Technology (ICT) related strategies, and the ICT research database. Develop implement and maintain the Enterprise Architecture (EA) strategy and framework/policy. Participate in the ICT SD and EA related meetings. Compile Annual Performance Plans and reports. Manage the utilisation and procurement of ICT in accordance with relevant plan. Manage the ICT SD section.
ENQUIRIES: Ms S.D. Maphosa, Tel No: (012) 672 1256
APPLICATIONS: Department of Defence, Directorate Human Resource Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a box at the reception.

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

POST 48/15: DEPUTY DIRECTOR: ICT GOVERNANCE RISK AND COMPLIANCE REF NO: DEISM/32/18/02
Directorate Enterprise Information Systems Architecture

SALARY: R697 011 per annum (Level 11)
CENTRE: Pretoria
REQUIREMENTS: A National Diploma in Information Technology (IT), Bachelor’s degree in Computer Science/Informatics or an equivalent qualification. A minimum of three (3) years management experience in an Information Technology environment. A thorough understanding of ICT Governance and Risk management policies, frameworks and methodologies. Special requirements (skills needed): The successful candidate must be computer literate (Microsoft Office Suite). Have COBIT 5, ITIL knowledge, and Corporate Governance of Information Communication and Technology (CGICT) policy framework knowledge. Good communication and interpersonal skills. The successful candidate must also have basic knowledge of government policies and prescripts, time management skills, an ability to work under pressure and flexibility to work irregular hours. The successful candidate will be required to obtain an appropriate security clearance (Confidential).

DUTIES: Develop, maintain, and implement the Information Communication Technology Governance Risk and Compliance (ICT GRC) strategy, framework and policies. Develop ICT governance standards/norms and ensure implementation of ICT policies, architectures and plans. Manage the ICT Governance systems for the DOD. Guide the development and compliance to ICT contracts and service level agreements. Oversee the resolution of ICT related audits and provide governance/oversight to projects. Identify, analyse and manage ICT risks in the DOD, including project risks. Guide development, implementation and monitor effective risk mitigation plans. Manage the ICT GRC section resources. Participate in ICT Governance related meetings. Provide inputs on Performance Indicators, Standard Operating Procedure and datasheets. Compile Annual Performance Plans and reports. Manage the utilisation and procurement of ICT in accordance with relevant plan. Manage the HR and budget of the GRC section.

ENQUIRIES: Ms S.D. Maphosa, Tel No: (012) 672 1256
APPLICATIONS: Department of Defence, Directorate Human Resource Career Management, Private Bag X976, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Paul Kruger and Visagie Street, Pretoria where it may be placed in a box at the reception.

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

POST 48/16: DRIVER REF NO: DFSC/29/18

SALARY: R136 800 per annum (Level 04)
CENTRE: DFSC, Wingfield Office, Goodwood, Cape Town
REQUIREMENTS: A minimum of Grade 10/N1/N2 or equivalent NQF Level 2 qualification. A valid driver’s licence, C1 plus Public Driver’s Permit (PDP), Military Driver’s licence is an added advantage. Minimum of two to three (2 - 3) years’ driving experience. Special requirements (skills needed): Good interpersonal relations skills, Verbal and Communication skills, Analytical skills, problem solving and communication (verbal and written) skills. Time management skills.

DUTIES: Render an effective driving service to the DFSC, especially with regard to VIPs. Ensure vehicle security and maintenance. Render general administrative and/or messenger services for the DFSC, including dispatching documents and any other items as directed.
ENQUIRIES : Ms M.M. Tema, Tel No: (012) 367 9340
APPLICATIONS : Defence Force Service Commission (DFSC), Private Bag X52, Pretoria, 0001 or maybe hand delivered at DFSC Offices, Leerdam Building, SAMHS Head Office, Kasteel Park, Corner Nossob and Jochemus street, Erasmuskloof.
NOTE : Shortlisted candidates will undergo a driving and competency test.
CLOSING DATE : 14 December 2018 (Applications received after the closing date and faxed copies will not be considered).
ANNEXURE D

DEPARTMENT OF ENERGY

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

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

CLOSING DATE : 14 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 48/17 : EXECUTIVE ASSISTANT TO THE DDG: CORPORATE SERVICES

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

CENTRE : Pretoria


DUTIES : Consolidate, oversee and analyse the Branch’s budget to ensure delivery in terms of key strategic objectives. Manage and consolidate Branch inputs/reports, follow up on decisions, agreements/commitments and manage documents. Oversee the organising of workshops/strategic planning sessions as well as performing
secretariat functions in meetings. Manage the process of developing performance agreements by Deputy Director – Generals and Branch Chief Directors and ensure alignment with Key Strategic Objectives. Identify role players and organise interactions between the Corporate Services Branch and other Branches / Chief Directorates in the Department. Scrutinise submissions/reports and make recommendations to the Corporate Services Branch. Supervise and develop staff.

ENQUIRIES

Ms. H Mhlongo Tel No: (012) 406 7632
DEPARTMENT OF ENVIRONMENTAL AFFAIRS

DEA is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The persons with disabilities will receive preference for the Internship programme, and therefore encouraged to apply.

APPLICATIONS
Applications must be directed to the following address: Director-General: Internship Programme, Private Bag X 447, Pretoria | 0001 or hand delivered to: Department of Environmental Affairs, Environment House, 473 Steve Biko Road, Arcadia

CLOSING DATE
21 December 2018

NOTE
The Department of Environmental Affairs (DEA) invites unemployed graduates, who wish to apply for the 24 months Internship Programme. The programme will commence on 01st April and end on 31st March (24 Months). Successful candidates will receive a stipend / allowance of R5 000.00 per month. Correspondence will only be limited to successful candidates. If you have not heard from us within 3 Months after the closing date, please accept that your application was unsuccessful. Conditions: unemployed youth (RSA citizens), not previously participated in any internship programme in the Public Service, have completed at least a 3 year qualification from a recognised Higher Education Institution, applications must be submitted on a completed Z83 form obtainable from any Public Service, applications must be accompanied by an updated CV, certified copies (not older than 3 months) RSA ID document, qualifications (you are encouraged to attach academic record), On the Z83 form, on the space provided for position indicate “DEA Internship Programme” and use the reference provided on the advert, incomplete, e-mailed, faxed and late applications will NOT be considered. Please visit our website at www.environment.gov.za/careers/internship. Please ensure you follow the correct link to the Internship position of interest.

INTERNSHIP PROGRAMME

OTHER POSTS

<table>
<thead>
<tr>
<th>POST 48/18</th>
<th>DEA INTERNSHIP PROGRAMME REF NO: CWM/01/2019</th>
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<tr>
<td>SALARY</td>
<td>R5 000.00 per month</td>
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<tr>
<td>CENTRE</td>
<td>Gauteng, Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>BSc Honours Degree in Chemistry, Soil Science, Geohydrology, Geology, Environmental Management or Natural Sciences</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Mbongeni Mncube Tel No: 012 399 8691 or Mr Dinilesizwe April Tel No: 012 399 9415</td>
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<td>REQUIREMENTS</td>
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<tr>
<td>REQUIREMENTS</td>
<td>BA Degree in Policy Studies or Public Policy</td>
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<td>POST 48/21</td>
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<td>CENTRE</td>
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<tr>
<td>REQUIREMENTS</td>
<td>BEng, BSc or BTech Degree in Chemical Engineering or Metallurgy</td>
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<td>ENQUIRIES</td>
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<tr>
<td>CENTRE</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Nat Dip or BCom Degree in Financial Accounting</td>
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<td>ENQUIRIES</td>
<td>Mr Mbongeni Mncube Tel No: 012 399 8691 or Mr Dinilesizwe April Tel No: 012 399 9415</td>
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<td>CENTRE</td>
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<tr>
<td>REQUIREMENTS</td>
<td>BSc Environmental Economics, BSc Botany, BSc Environmental Science or Management and Resource Economics</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr Mbongeni Mncube Tel No: 012 399 8691 or Mr Dinilesizwe April Tel No: 012 399 9415</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Nat Dip Nature Conservation</td>
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<td>REQUIREMENTS</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr Mbongeni Mncube Tel No: 012 399 8691 or Mr Dinilesizwe April Tel No: 012 399 9415</td>
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<tr>
<td>REQUIREMENTS</td>
<td>BSc Degree in Conservation Biology</td>
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<td>ENQUIRIES</td>
<td>Mr Mbongeni Mncube Tel No: 012 399 8691 or Mr Dinilesizwe April Tel No: 012 399 9415</td>
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<td>REQUIREMENTS</td>
<td>BSc Degree in Natural Resources Management with Research</td>
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<td>ENQUIRIES</td>
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<td>Requirements</td>
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<td>Gauteng, Pretoria</td>
<td>BSc Degree in Botany &amp; Zoology</td>
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**POST 48/29**  

**DEA INTERNSHIP PROGRAMME REF NO: BC/07/2019**

**CENTRE** : Gauteng, Pretoria  
**Requirements** : BSc Degree in Environmental Economics  
**Enquiries** : Mr Mbongeni Mncube Tel No: 012 399 8691 or Mr Dinilesizwe April Tel No: 012 399 9415  
**Salary** : R5 000.00 per month

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<th>Enquiries</th>
<th>Salary</th>
<th>Centre</th>
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<tr>
<td>Western Cape, Cape Town</td>
<td>Nat Dip or BSc Degree in Environmental Sciences or Management</td>
<td>Mr Mbongeni Mncube Tel No: 012 399 8691 or Mr Dinilesizwe April Tel No: 012 399 9415</td>
<td>R5 000.00 per month</td>
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**POST 48/30**  

**DEA INTERNSHIP PROGRAMME REF NO: EP/01/2019**

**CENTRE** : Gauteng, Pretoria  
**Requirements** : Nat Dip or Degree in Graphic Design  
**Enquiries** : Mr Mbongeni Mncube Tel No: 012 399 8691 or Mr Dinilesizwe April Tel No: 012 399 9415  
**Salary** : R5 000.00 per month

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<th>Enquiries</th>
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<tr>
<td>Gauteng, Pretoria</td>
<td>BSc Degree in Environmental Science or Management</td>
<td>Mr Mbongeni Mncube Tel No: 012 399 8691 or Mr Dinilesizwe April Tel No: 012 399 9415</td>
<td>R5 000.00 per month</td>
<td>Gauteng, Pretoria</td>
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**POST 48/31**  

**DEA INTERNSHIP PROGRAMME REF NO: LACE/01/2019**

**CENTRE** : Gauteng, Pretoria  
**Requirements** : LLB Degree Specialising in Environmental Law  
**Enquiries** : Mr Mbongeni Mncube Tel No: 012 399 8691 or Mr Dinilesizwe April Tel No: 012 399 9415  
**Salary** : R5 000.00 per month

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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.

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: 14 December 2018

NOTE: Applicants with disabilities are welcome to apply. 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 POST

POST 48/34

DEPUTY DIRECTOR: PARLIAMENTARY AND MEDIA LIASION

REF NO: 3/1/5/1 – 18/24

Chief Directorate: Media Engagement

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

CENTRE: Cape Town

REQUIREMENTS: Applicants should be in possession of a recognised 3 year Degree (NQF 7) or National Diploma (NQF 6) in Communication, Public Relations, Media Studies and Journalism plus four years’ experience in media and communication environment of which two (2) years should be experience at Salary level 9 or 10. Furthermore, the applicant must have knowledge of Departmental policies and procedures, Project management, Batho Pele principles, Planning and organising, Interpersonal relations and Leadership, Computer literacy, Writing, Communication, Problem solving, Listening and observation, Negotiation, Event management. Strategic communication and stakeholder engagement with focus on media engagement is critical to the role. Must have knowledge of Parliamentary Processes and platforms and Government cycle of communication. Supervisory skills a must and ability to work in a team highly beneficial. A valid driver’s license and computer literacy are prerequisites.

DUTIES: The successful candidate will be required to plan, coordinate and execution of media, stakeholders and public liaison plans on behalf of the GCIS in Parliament.
in line with communication strategy and programmes of Government Communication. Keep abreast of developments within Parliamentary environment, and manage the platforms of media and stakeholder engagement together with other government departments frequenting Parliament. Implement Communication Strategy accordingly and manage media liaison activities. Identify opportunities and appropriate communication interventions for the GCIS in Parliament. Coordinate and consult with and participate in Department’s communication structures and processes. Coordinate media liaison and other communication activities on behalf of Government in Parliament and assist with a Parliamentary Liaison Role in the Information Resource Centre to better promote Government information in Parliament. Assist with basic administration of the office in consultation with the Director. Lead a team of media and parliamentary liaison officials of the Department in and around Parliament.

ENQUIRIES: Ms Liezil Cerf Tel No: 021 465 3658
NOTE: Preference will be given to African male/female and Coloured male/female

INTERNETSHIP PROGRAMME FOR 2018/2019
Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2018/2019 financial year. The internship is meant to provide work exposure to eight (8) graduates for a period of twenty four (24) months. Applicants must be unemployed and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.

OTHER POSTS

POST 48/35: INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-43
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND: R6747.75 per month
CENTRE: Limpopo Provincial Office
REQUIREMENTS: An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.
ENQUIRIES: Mr T Ravhura Tel No: 015 291 4689

POST 48/36: INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-44
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND: R6747.75 per month
CENTRE: Northwest Provincial Office
REQUIREMENTS: An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.
ENQUIRIES: Ms B Mosadi Tel No: 018 381 7071

POST 48/37: INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-45
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND: R6747.75 per month
CENTRE: Northern Cape
REQUIREMENTS: An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as
recognized by SAQA. Skills: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.

ENQUIRIES : Mr M Nagel Tel No: 053 832 1378/9

POST 48/38 : INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-46
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Free state Provincial Office
REQUIREMENTS: An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.

ENQUIRIES : Ms L Sehlabaka Tel No: 051 448 4504/5/6

POST 48/39 : INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-47
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Western Cape Provincial Office
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.

ENQUIRIES : Ms G Thopps Tel No: 021 697 0145

POST 48/40 : INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-48
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Eastern Cape Provincial Office
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.

ENQUIRIES : Mr N Pinyana Tel No: 043 722 4903/14

POST 48/41 : INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-49
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Mpumalanga Provincial Office
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.

ENQUIRIES : Mr J Nkosi Tel No: 013 753 2397
POST 48/42 : INTERNSHIP PROGRAMME: COMMUNICATION MONITORING AND INFORMATION MANAGEMENT REF NO: 3/1/5/1-18/50
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Kwa- Zulu Natal Provincial Office
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.
ENQUIRIES : Ms N Mngadi Tel No: 031 301 6787/8

POST 48/43 : INTERNSHIP PROGRAMME: PROVINCIAL LIAISON REF NO: 3/1/5/1-51
(24 months-contract)
Chief Directorate: Provincial & Local Liaison

STIPEND : R6747.75 per month
CENTRE : Gauteng Provincial Office
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Basic Computer literacy, Internet searches, Communication (verbal and written), interpersonal, planning, monitoring and research tools, problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines.
ENQUIRIES : Mr P Gumede Tel No: 011 331 0164

POST 48/44 : INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT REF NO: 3/1/5/1-18/52
(24 months-contract)
Directorate: Human Management

STIPEND : R6747.75 per month
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Human Resource Management or relevant qualification as recognized by SAQA. The incumbent should be an organized and process driven individual. The ideal candidate must be able to work under pressure and as part of a team and adhere to set deadlines. He/she must have excellent command of the English language, excellent written, grammatical and communication skills, self-motivated and driven individual with strong interpersonal communication skills. Knowledge of HR principles practices and legislation and Human Resources analytics skills.
ENQUIRIES : Ms L Makobe Tel No: 012 312 0232
ANNEXURE G

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

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

CLOSING DATE : 18 December 2018, 12H00 No late applications will be considered. No faxed / e-mailed / late applications will be considered.

NOTE : Requirement of applications: Applications must be submitted on form Z83, obtainable on the internet at http://www.gpaa.gov.za (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) (2) original certified copies of all qualifications (including matriculation), Identity document, valid driver’s license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Note: Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

OTHER POSTS

POST 48/45 : RESEARCH AND POLICY MANAGER REF NO: RPM/SP/2018/11-1C
12 months contract
The purpose of the role is to manage all research and policy development in the Department. Policy development and communication.

SALARY : R697 011 - R821 052 per annum (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s Degree/N Dip or recognized 3 year tertiary qualification (at least 360 credits) in Management with six (6) years’ appropriate strategic research and policy development experience which should include three years proven

**DUTIES**

Oversee the revision and development of GPAA policies. Make recommendations for policy changes. Provide support and advice on policies and practices and the implementation thereof. Ensure availability of all policies to staff. Conduct training and awareness sessions on policies. Develop and circulate pamphlets / documentation regarding policies and implementation / changes. Develop articles for circulation to staff. Ensure all policies are available on the intranet. Maintain a policy repository-file, network and internet. Coordinate and facilitate research activities: Provide research input for the analysis required to develop, implement, review and evaluate new and existing policies. Draft research specifications, based on needs analysis. Ensure research is conducted within set timeframe to meet policy requirements. Oversee quality control of research. Respond to internal and external research enquiries. Conduct research, using different research methodologies, within timeframes and budget. Compile formal findings report with substantiating statistics. Develop the research agenda for the GPAA and maintain protocols for internal and external research: Conduct needs analysis and identify areas of research. Prioritise research and provide feedback. Maintain research protocols. Maintain the repository of research products and facilitate dissemination of research results. Draft research reports. Manage and develop staff reporting to this position: Set, agree and monitor performance of direct reports, check that aligned with performance agreements. Identify development needs and succession planning requirements and provide coaching and mentoring as appropriate. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Ensure employment equity compliance. Monitor that individual outputs achieve business requirements. Recruit departmental staff using defined processes. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover. Motivate staff through the implementation of various recognition mechanisms. Facilitate communication through appropriate structures and systems. Enable knowledge sharing and knowledge transition processes, including sharing of best practices across the GPAA. Contribute input to performance feedback and coaching of team members.

**ENQUIRIES**

Mr Lesiba Sehlapelo Tel No: 012 399 2710

**FOR ATTENTION**

Mr Lesiba Sehlapelo – Recruitment

**NOTE**

One position for Research and Policy Manager: Strategy and Policy is currently available at the Government Pensions Administration Agency: Strategy and Policy Unit and will be a filled on a 12 months basis.

**POST 48/46**

**BID ADJUDICATION COMMITTEE: SECRETARY REF NO:**

BACS/SCM/2018/11-1C

12 months contract

**SALARY**

R299 709 per annum (Level 08) (basic salary) plus 37% in lieu of benefits

**CENTRE**

Pretoria Office

**REQUIREMENTS**

A recognized Bachelor Degree/National Diploma qualification within the relevant field (Supply Chain Management) as recognized by SAQA (at least 360 credits) combined with three years’ experience within the Supply Chain Management environment with specific reference to BAC secretarial experience. Preference will be given to candidates with Bidcom experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge and relevant experience in any procurement related software packages such as ACCPAC, SAP, BAS or LOGIS will be an added advantage. Excellent knowledge of applicable legislation such as PFMA, Treasury Regulations, Broad Based Black

**DUTIES**

The successful candidate will be responsible for a wide variety of administrative tasks which includes, but not limited to the following: Record Bid Adjudication committee proceedings and maintain records: Customize standard bid submissions. Assist with the administration of the bid adjudication process. File all related BAC records. Maintain mechanical and written records of proceedings (minutes). Arrange meeting venues and bookings for BAC sessions (logistical arrangements). Ensure compliance with National Treasury prescripts and related regulations and legislation. Facilitate the timeous publication of BAC packs and related documents on the BAC shared drive. Verify accuracy of submitted documents: Develop a BAC pack checklist. Assist evaluation teams with submissions for recommendation to the Bid Adjudication Committee (BAC). Develop and maintain BAC submission templates. Maintain accuracy and consistency of BAC resolutions. Manage BAC statistics regarding resolutions made. Manage matters arising on BAC minutes. Implement Bidcom resolutions: Draft BAC Action plans and make proper follow-ups. Trace and follow up memo's that need to be signed off. Distribute e-mails and information that is relevant to BAC. Governance of meeting Proceedings: Ensure that all BAC proceeding declarations are recorded. Check the quorum requirements of meeting proceedings. Ensure that all members are properly appointed before they assume duties. Co-ordinate compliance requirements in relation to urgent meetings and sessions.

**ENQUIRIES**

Ms Zwonaka Makhani Tel No: 012 319 1075

**FOR ATTENTION**

Ms Zwonaka Makhani – Recruitment

**NOTE**

One position of BID Adjudication committee: Secretary is currently available at the Government Pensions Administration Agency. This position will be filled on a 12 months contract.
GOVERNMENT PRINTING WORKS

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

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

FOR ATTENTION: Ms M Mbokane, Human Resources

CLOSING DATE: 14 December 2018, 12 noon

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwonline) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83, A recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver’s license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POST

POST 48/47: ASSISTANT DIRECTOR: WAREHOUSE AND DISTRIBUTION REF NO: GPW 18/76

SALARY: R356 289 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: Appropriate 3-year degree/diploma or equivalent qualification (NQF Level 6) in Supply Chain Management or Logistic Management, 5-7 years’ experience in warehouse and distribution management, 2-3 years’ proven supervisory experience Sound knowledge of best practices and the development of procedures, Knowledge of the Public Finance Management Act, Treasury Regulations and Supply Chain Management Framework (advantage), Excellent computer proficiency.

DUTIES: Ensure effective storage and distribution of printed material, Supervise warehousing and transportation activities, eg transfers, receipts, pick shipments, hold and release products, Manage and supervise all warehouse transactions for transfers between various locations, shipments, returns/receipt refusals and delivery documents accuracy, Be responsible for traceability of products and ability to retrieve and recall finished goods in line with standard operating procedures, Check accuracy of the stock count (including lot number), Monitor the quality, quantity, cost and efficiency of the movement and storage of goods, Manage
adherence to delivery schedules and the sign-off of deliveries with date and time, Liaise and negotiate delivery schedules with customers and suppliers, Ensure that vehicles are managed properly, Prepare weekly and monthly reports on deliveries and stock, Ensure compliance with relevant legal and statutory requirements and internationally accepted environmental, health, safety and quality standards, Supervise, develop, lead and maintain a motivated and high performance team.

ENQUIRIES : Mr S Rizvi Tel No: (012) 748-6380

GRADUATE/INTERNSHIP PROGRAMME

OTHER POSTS

POST 48/48 : GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT REF NO: GRAD 2019/1
(24 months-contract)

STIPEND : R6000 per month
CENTRE : Pretoria:
Recruitment and Selection (X2 Posts)  
Human Resources Development (X1 Post)  
Labour Relations (X1 Post)  
Conditions of employment (X1 Post)

REQUIREMENTS : Study Field: B.Com HRM/BAdmin HRM/ B.Com Industrial Psychology/ ND HRM/ BTech HRM/Labour Relations

ENQUIRIES : Mr L Mpofu Tel No: (012) 748-6278

POST 48/49 : GRADUATE INTERNSHIP PROGRAMME: FINANCIAL SERVICES REF NO: GRAD 2019/2
(24 months-contract)

STIPEND : R6000 per month
CENTRE : Pretoria:
Accounts Receivable (X2 Posts)  
Accounts Payable (X1 Post)  
General Ledger/Payroll) (X1 Post)  
Budgeting (X1 Post)

REQUIREMENTS : Study Field: B.Com Financial Management/ B.Com Accounting

ENQUIRIES : Mr L Mpofu Tel No: (012) 748-6278

POST 48/50 : GRADUATE INTERNSHIP PROGRAMME: RISK AND COMPLIANCE MANAGEMENT REF NO: GRAD 2019/3 (X2 POSTS)
(24 months-contract)

STIPEND : R6000 per month
CENTRE : Pretoria

REQUIREMENTS : Study Field: ND Risk Management/ B-Tech Risk Management/ ND Internal Audit/ B-Tech Internal Audit

ENQUIRIES : Mr L Mpofu Tel No: (012) 748-6278

POST 48/51 : GRADUATE INTERNSHIP PROGRAMME: MONITORING & EVALUATION REF NO: GRAD 2019/4 (X1 POST)
(24 months-contract)

STIPEND : R6000 per month
CENTRE : Pretoria

REQUIREMENTS : Study Field: ND Monitoring & Evaluation/ B-Admin Public Management or Administration/ B.Com Business Management

ENQUIRIES : Mr L Mpofu Tel No: (012) 748-6278
POST 48/52: GRADUATE INTERNSHIP PROGRAMME: MARKETING & STAKEHOLDER RELATIONS REF NO: GRAD 2019/5 (X3 POSTS)
(24 months-contract)

STIPEND: R6000 per month
CENTRE: Pretoria
REQUIREMENTS: Study Field: B.Com Marketing Relations/ ND Marketing Relations
ENQUIRIES: Mr L Mpofu Tel No: (012) 748-6278

POST 48/53: GRADUATE INTERNSHIP PROGRAMME: INFORMATION COMMUNICATION TECHNOLOGY REF NO: GRAD 2019/6 (X4 POSTS)
(24 months-contract)

STIPEND: R6000 per month
CENTRE: Pretoria
REQUIREMENTS: Study Field: ND ICT Systems/ BSc Information & Communication Technology
ENQUIRIES: Mr L Mpofu Tel No: (012) 748-6278

POST 48/54: GRADUATE INTERNSHIP PROGRAMME: OPERATIONS MANAGEMENT REF NO: GRAD 2019/7 (X1 POST)
(24 months-contract)

STIPEND: R6000 per month
CENTRE: Pretoria
REQUIREMENTS: Study Field: BSc Industrial Engineering/ ND Operations Management
ENQUIRIES: Mr L Mpofu Tel No: (012) 748-6278

POST 48/55: GRADUATE INTERNSHIP PROGRAMME: ORIGINATION REF NO: GRAD 2019/8 (X1 POST)
(24 months-contract)

STIPEND: R6000 per month
CENTRE: Pretoria
REQUIREMENTS: Study Field: ND Graphic Design
ENQUIRIES: Mr L Mpofu Tel No: (012) 748-6278

POST 48/56: GRADUATE INTERNSHIP PROGRAMME: PRODUCTION MANAGEMENT REF NO: GRAD 2019/9 (X4 POSTS)
(24 months-contract)

STIPEND: R6000 per month
CENTRE: Pretoria
REQUIREMENTS: Study Field: BSc Industrial Engineering/ ND Operations Management
ENQUIRIES: Mr L Mpofu Tel No: (012) 748-6278

POST 48/57: GRADUATE INTERNSHIP PROGRAMME: MAINTENANCE REF NO: GRAD 2019/10 (X2 POSTS)
(24 months-contract)

STIPEND: R6000 per month
CENTRE: Pretoria
REQUIREMENTS: Study Field: Mechanical Engineering/ Electrical Engineering
ENQUIRIES: Mr L Mpofu Tel No: (012) 748-6278

POST 48/58: GRADUATE INTERNSHIP PROGRAMME: SCHEDULING AND ORDER PROCESSING REF NO: GRAD 2019/11 (X2 POSTS)
(24 months-contract)

STIPEND: R6000 per month
CENTRE: Pretoria
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<tr>
<th>REQUIREMENTS</th>
<th>Study Field: ND Operations Management</th>
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<tr>
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<td>Mr L Mpofu Tel No: (012) 748-6278</td>
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<td>POST 48/59</td>
<td>GRADUATE INTERNSHIP PROGRAMME: ESTIMATIONS/ OUTSOURCE PRINTING REF NO: GRAD 2019/12: (X2 POSTS) (24 months-contract)</td>
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<td>Mr L Mpofu Tel No: (012) 748-6278</td>
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<td>POST 48/60</td>
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<td>POST 48/62</td>
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<td>Mr L Mpofu Tel No: (012) 748-6278</td>
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<td>POST 48/63</td>
<td>GRADUATE INTERNSHIP PROGRAMME: LOGISTICS AND FACILITIES REF NO: GRAD 2019/16 (X3 POSTS) (24 months-contract)</td>
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<td>ENQUIRIES</td>
<td>Mr L Mpofu Tel No: (012) 748-6278</td>
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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**

18 December 2018@ 12:00 Mid-Day

**NOTE**

All short-listed 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 (presentation by candidate on subject that will be provided on day of interview) 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. 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. 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 post. 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.

**MANAGEMENT ECHELON**

**POST 48/64**

CHIEF-DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT REF NO: NDOH 60/2018

Chief Directorate: Internal Audit and Risk Management

**SALARY**

R1 189 338 per annum (An all-inclusive remuneration package) [basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

**CENTRE**

Pretoria

**REQUIREMENTS**

A post graduate degree/equivalent NQF 7 qualification in Auditing/Risk Management. Completed Articles within the relevant field. At least five (5) years’ experience at a senior management level in Auditing and/or Risk Management environment. Knowledge of Standard for Professional Practice in Internal Audit SPPIA; accounting, auditing programming, data processing, analytical methods; and of laws and regulations pertaining to financial accounting, risk management, internal control and corporate governance. Good communication (written and verbal), creative and innovative thinker, interpersonal, planning, organisational and computer packages skills. Ability to work well under pressure and independently as well as willingness to travel and work irregular hours. A valid driver’s licence.
**DUTIES:**
Ensure that the department complies with the relevant legislation including Public Finance Management Act, Treasury Regulations and Division of Revenue Act, monitor of implementation or compliance of all internal audit protocols across the NDOH. Conduct internal audits of the department to ensure appropriate use and management of funds, provide strategic direction in the general management, manage and oversee audit work flow and audit programs in the various sub-directorates. Facilitate a risk management assessment process in the department. Develop in consultation with management, the Institution’s risk management framework incorporating, inter alia, the Risk management policy; Risk management strategy; Risk management implementation plan; Risk identification and assessment methodology; Risk appetite and tolerance as well as Risk classification. Driving risk management to higher levels of maturity. Take appropriate measures to mitigate, manage and implement strategic objectives and innovation within the directorate as well as manage resources (physical, human and financial). Determine and establish risk management policies and implementation.

**ENQUIRIES:**
Ms V Rennie Tel No: 012 395-8504

**POST 48/65:**
CHIEF-DIRECTOR: COMMUNICABLE DISEASES REF NO: NDOH 61/2018
Chief Directorate: Communicable Disease

**SALARY:**
R1 189 338 per annum (An all-inclusive remuneration package) [basic salary consists of 70% of total package, the State’s contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

**CENTRE:**
Pretoria.

**REQUIREMENTS:**
A post graduate degree/equivalent NQF 8 qualification in Epidemiology / Communicable Diseases or Public Health. At least five (5) years’ experience at a senior management level. Experience in Epidemiology and/or Public Health, communicable diseases and their control, as well as in regional level expertise. Knowledge in regulation and practices (Financial, SCH and HR regulatory frameworks, policy development, implementation, evaluation and monitoring). Knowledge of research principles. Good communication (written and verbal), coordination, project management, planning, organisational and computer packages skills. Ability to work well under pressure and independently as well as willingness to travel and work irregular hours. A valid driver’s licence.

**DUTIES:**
Improve the Prevention, Management and Control of emerging and re-emerging communicable diseases as well as Malaria. Strengthen systems for Epidemic Preparedness and Response (EPR) to communicable diseases. Assist with resource mobilisation to implement plans. Strengthen, cross border and regional, and international collaboration of communicable diseases. Improve the Notifiable Medical Conditions Surveillance system, legislation, policy and guideline formulation for communicable diseases. Facilitate the implementation of the International Health Regulations. Monitor and evaluate the implementation of Policy and Guidelines. Ensure successful risk management. Conduct risk assessment, and develop and implement risk management plans.

**ENQUIRIES:**
Dr Y Pillay Tel No: 012 395-8078

**POST 48/66:**
CHIEF-DIRECTOR: NON-COMMUNICABLE DISEASES REF NO: NDOH 62/2018
Chief Directorate: Non - Communicable Diseases

**SALARY:**
R1 189 338 per annum (An all-inclusive remuneration package) [basic salary consists of 70% of total package, the State’s contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

**CENTRE:**
Pretoria.

**REQUIREMENTS:**
A Post Graduate Degree / equivalent NQF 8 qualification in Public Health or Health Sciences. A post graduate degree in public health or related health sciences will
be an advantage. At least five (5) years’ experience at a senior management level. Registration with the Health Professional Council. Knowledge of Non-Communicable Diseases, policy analysis and development, research and information management, project planning and management, Public Service Act, Public Service Regulation, Public Finance Management Act as well as National Health Act. Good facilitation and people management, financial, human resource management, development, leadership, communication (written and verbal), coordination, planning, organisational as well as computer skills. Ability to work well under pressure and independently as well as willingness to travel and work irregular hours. A valid driver’s licence.

**DUTIES**

Leadership and management of the Non-Communicable Diseases cluster. Determine strategies and objectives, and establish goals for directorates. Finance and risk management. Coordination and oversight of the cluster expenditure. Ensure that project specifications are developed, services are procured in line with the statutory prescriptions. Policy and programme development, policy implementation, monitoring and evaluation. Coordinate and lead problem identification, set norms and standards, market and seek buy in of NCDs policies among stakeholders as well as communicate results/information dissemination. Stakeholder management and collaboration. Represent Non-Communicable Diseases cluster as required at local, regional and international levels as well as interdepartmentally and intradepartmentally. Stewardship and support to provinces. Lead with regard to oversight reviews of provincial performance in implementing national policies relating to Non-Communicable Diseases.

**ENQUIRIES**

Dr Y Pillay Tel No: 012 395-8078

**POST 48/67**

**DIRECTOR: WOMEN’S HEALTH AND GENETICS REF NO: NDOH 59/2018**

Chief Directorate: Women’s Maternal and Reproductive Health  
Directorate: Women’s Health and Genetics

**SALARY**

R1 005 063 per annum (An all-inclusive remuneration package) [basic salary consists of 70% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

**CENTRE**

Pretoria

**REQUIREMENTS**

A Bachelor’s Degree or equivalent NQF level 7 qualification in Health Sciences, Community or Public Health. Registration with a Health Professional Council as recognised by SAQA. At least five (5) years’ experience at a middle/senior management level, with specific emphasis on women’s health programme. Experience should also be in National and International liaison as well as policy drafting and implementation, strategic and operational planning. Knowledge of family health, with particular emphasis on prevention of birth defects, family planning and contraception, Termination of Pregnancy (TOP), sexual assault care, and HIV/AIDS. Knowledge of international conventions such as CEDAW, IPID, World Summit Goals, Millennium Development Goals and the CARMMA strategy for South Africa. Knowledge of PFMA (Public Finance Management Act), Treasury Regulations and human resource legislative framework. Good communication (written and verbal), computer and interpersonal skills. Willingness to travel frequently locally and internationally as well as working long hours. A valid driver’s licence.

**DUTIES**

Management of women’s and reproductive health. Improve access to sexual and reproductive health services through monitoring and evaluation status. Scale up the contraception and family planning services. Revitalise the contraception and family planning campaign to increase the uptake of contraceptive and family planning methods. Promote the utilisation of the modern contraceptive in order to increase the couple year protection rate. Management of women’s, breast and cervical cancers. Monitoring, evaluation and reporting. Ensure quarterly reporting system compliance on Annual Performance Plan indicators. Ensure provision of quarterly feedback to provinces on performance indicators. Ensure efficient functioning of the directorate’s financial, programme, human resources and risk management.
ENQUIRIES : Dr MR Makua Tel No: 012 395-9034
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 24 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 license 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 driver's license 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.

MANAGEMENT ECHELON

POST 48/68 : DIRECTOR: MONITORING AND EVALUATION REF NO: 18/211/DG

SALARY : R1 005 063 – R1 183 932 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA or equivalent qualification; 5 years’ experience at a middle/ senior managerial level of which 3 years in Strategic Planning or Monitoring and Evaluation; Knowledge of the regulatory framework of the Public Service, the Public Finance Management Act, the Public Service Regulations, National Treasury Regulations and other relevant prescripts; A valid driver’s license. Skills and Competencies: Strategic capability and leadership skills; Stakeholder management skills; Problem solving and decision making skills; People management and empowerment skills; Communication skills (verbal & written); Presentation and facilitation skills; Financial management; Computer literacy.

DUTIES : Key Performance Areas: Manage departmental monitoring and evaluation framework and systems; Monitor departmental programme performance against the departmental strategic plan and producing monthly reports, quarterly reports and annual reports to oversight and bodies; Monitor and facilitate reporting on departmental programmes and activities against government’s Programme of Action (POA); Manage the evaluations of programmes and projects.

ENQUIRIES : Ms M. Modibane Tel No: (012) 315 1668
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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 encourage to apply
### FAMILY COUNSELLOR MANAGER
**REF NO:** 18/218/CS

| **SALARY** | R755 598 – R850 443 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement. |
| **CENTRE** | National Office: Pretoria |
| **REQUIREMENTS** | Bachelor’s Degree in Social Work or equivalent qualification; A minimum of 10 years appropriate experience in social work after registration as social work with the SA Council for Social Service Professions (SACSSP); Experience in management field of Child Care and Protection or related environment will be an added advantage; Registration with SACSSP as a social worker; Knowledge and understanding of legislation and treaties relevant to domestic and international Child Protection, the PFMA and Treasury Regulations; Experience in statutory social work, compiling forensic reports and testifying as an expert witness in court will be an added advantages; Knowledge of integrated approach in provision of services to families and children in civil legal disputes in accordance with domestic law and international treaties as well as expert knowledge of Child Care and Protection services. Skills and Competencies: Computer literacy; Communication (verbal and written) skills; Project management; Mediation skills; Planning and organizational skills; Forensic report writing; Knowledge on the assessment of children; Strategic management capability; Leadership skills. |
| **DUTIES** | Key Performance Areas: Implement and monitor family counselor service and other relevant policies and procedures; Manage, monitor and quality assure the institutional performance of family counselor profession; Provide expert guidance to Family Counselor and Supervisors on the implementation of Child Protection, domestic and international legislation policies; Facilitate the development and implementation of Family Counselor profession related programmes, including norms and national uniform standards; Strengthen partnerships with relevant government Departments, NGO’s and the SACSSP; Keep up to date with new developments in the social work and management fields and advice the Principal Family advocate and the Department on all relevant matters within the Social Work Field. |

**ENQUIRIES**
Ms M. Kganyago
Tel No: (012) 315 1844

**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.

### OFFICE MANAGER
**REF NO:** 18/184/CLO

| **SALARY** | R697 011 – R821 052 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement. |
| **CENTRE** | Chief Litigation Office: Pretoria |
| **REQUIREMENTS** | An appropriate National Diploma/ Degree in Public Administration or equivalent qualification; 3 years relevant experience of which one year should be at supervisory level; Knowledge of Performance Management System and Financial Management in the Public Service will be an added advantage; Knowledge of the Public Service environment; A valid driver’s license. Skills and Competencies: Communication skills (verbal and written); Interpersonal skills; Computer literacy (MS Office); Planning and organizing skills; People management; Customer service orientation; the ability to work independently, under pressure and meet deadlines. |
| **DUTIES** | Key Performance Areas: Render administrative functions in the CLO Branch; Manage finance and procurement of goods and services of the CLO Branch; Direct and manage projects, implement systems and processes aimed at improving the Chief Litigation’s Office; Compile monthly and quarterly statistics and submit to Chief Litigation Office; Provide effective people management. |
ENQUIRIES: Ms K. Ngomani Tel No: (012) 357 8661
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 48/71: DEPUTY DIRECTOR: ASSET REGISTER REF NO: 18/208/CFO
(3 Year Contract Appointment)

SALARY: R697 011 – R821 052 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: A Bachelor’s Degree in Financial Management or equivalent qualification; A minimum of 5 year’s relevant experience in a financial environment, of which a minimum of 3 years must be at management level; Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations; Knowledge of Supply Chain Management within the Public Sector. Skills and Competencies: Financial Management; Project Management; Ability to work in a highly pressurized environment; Strategic management abilities; Sound analytical, statistical and problem solving; Computer literacy; Communication skills; Interpersonal relations; Presentation Skills.

DUTIES: Key Performance Areas: Review, develop and implement Asset Management strategy, policies and procedures; Facilitate the quarterly verification of all leased and owned assets at National Office; Conduct qualitative assurance review of the monthly reconciliation between the financial system (BAS), the asset register (JYP) and clear all reconciling items within a month; Prepare inputs to the financial statements on a quarterly basis (disclosure notes on assets); Assist in the answering of the audit findings from both internal and external auditors and ensure action audit findings of assets; Provide effective people management, change management, strategies and leadership.

ENQUIRIES: Ms N. Joseph Tel No: (012) 357 8646
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 48/72: DEPUTY DIRECTOR: SENIOR DATABASE ADMINISTRATOR REF NO: 18/203/DG

SALARY: R697 011 – R821 052 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: National Diploma or Bachelor’s Degree in Computer Science/ Statistical or equivalent qualification; 3 year’s experience in a data base administration and Geographical Information Systems of which 3 years will be at an Assistant Director/ Management level; Knowledge of GIS Web Application Development and customization will be an added advantage; Knowledge and experience of programming and various information technologies; Sound knowledge of data collection process from collection to report writing; Knowledge and understanding of computer applications especially spreadsheets, database and operating systems, statistical packages such as SAS, GIS mapping etc. (Attach certificates/proof of knowledge). Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS office) (Attach certificate); Ability to work under pressure and independently; Efficient and resourceful; Ability to operate/interface with information management technical systems; Ability to initiate and plan information systems projects.

DUTIES: Key Performance Areas: Manage data collection tools to meet identified information requirements; Convert statistical data into information formats; Facilitate the technical running of the Department’s data base administration;
Manage personnel and other resources; Ensure implementation of systems, procedures and processes; Provide effective people management.

**ENQUIRIES**
Ms M. Modibane Tel No: (012) 315 1668

**APPLICATIONS**
Quoting the relevant reference number, direct your application to:
The Human Resources: 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 48/73**
**DEPUTY MASTER MR-6 (X2 POSTS)**

**SALARY**
R448 269 – R1 084 437 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**
Master of the High Court: Cape Town Ref No: 18/183/MAS (X1 Post) Polokwane Ref No: 18/223/MAS (X1 Post)

**REQUIREMENTS**
LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates, Mental Health, Insolvency Act, Companies, Close Corporations, Trust Property Control Acts and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court; A valid driver's licence. Skills and Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.

**DUTIES**
Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.

**ENQUIRIES**
Mr S. Maeko Tel No: (012) 315 1996

**APPLICATIONS**
Quoting the relevant reference number, direct your application to:
The Human Resources: 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. Separate applications must be made quoting the relevant reference.

**POST 48/74**
**COURT MANAGER REF NO: 10/18/LMP (X2 POSTS)**

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

**CENTRE**
Magistrate Groblersdal and Magistrate Praktiseer

**REQUIREMENTS**
Three (3) year qualification in Administration and/ or National Diploma Service Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; Three years managerial or supervisory experience; Knowledge of Public Financial Management Act (PFMA) and the Departmental Financial Instruction (DFI) and Departmental policies and procedures; Understanding of the Department’s accounting systems (JDAS, ICMS, JYP); and A valid EB driver’s license; The following will serve as strong recommendations: Knowledge and experience in office and district administration. Skills and competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (verbal and written).

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

ENQUIRIES: Ms Mongalo MP. Tel No: (015) 287 2172
APPLICATIONS: Mr Maakamedi TP. Tel No: (015) 287 2026

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.

ENQUIRIES: Mr. M. Maeko Tel No: (012) 315 1996
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 48/76: ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 18/206/CFO
(3 Year Contract Appointment)

SALARY: R356 289 + 37% = R488 115 in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: 3 years Degree/ National Diploma in Financial Accounting/ Financial Management or equivalent qualification at NQF6; A minimum of 3 years relevant experience in the field of Finance which must include Internal Control experience as a State Accountant; Knowledge of Financial Provisioning and/ or Administration procedures and processes; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other legislative prescripts; A valid driver’s licence. Skills and Competencies: Computer literacy (MS Word, Excel, BAS, SCM systems and Persal); Planning and organising skills; Good interpersonal relations and communication skills; Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills.

DUTIES: Key Performance Areas: Monitor and review CFO branch policies, standards operating procedures, delegations of authority and internal controls; Monthly, quarterly and annual reporting on irregular, fruitless and wasteful expenditure to National Treasury, management and for the interim and annual financial statements; Identify internal control weaknesses and ensure measures are
implemented to prevent/reduce further occurrences of irregular, fruitless and wasteful expenditure; Provide effective people management.

ENQUIRIES: Ms N Joseph Tel No: (012) 357 8646
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 disability are encouraged to apply.

POST 48/77: ASSISTANT DIRECTOR: DECISION SUPPORT: REF NO: 18/201/COO

SALARY: R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria
REQUIREMENTS: 3 years National Diploma in Administration or equivalent qualification; 3 years’ experience in secretariat and at supervisory level; Knowledge of financial management in relation to PFMA and project management; Knowledge of Justice Yellow Pages (JYP), BAS and understanding of South African Justice system will be an advantage. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Interpersonal skills; Communication (verbal and written) skills; Project management; Team work and problem solving skills; Ability to deal with confidential information; Accuracy and attention to detail.

DUTIES: Key Performance Areas: Provide secretariat support for EXCO meetings; Coordinate and submit information to the Supervisor on Governance Committees as per Auditor General of South Africa (AGSA)’s request; Coordinate and prepare relevant documents for approval processes; Provide effective people management.

ENQUIRIES: Mr. O. Melato Tel No: (012) 315 – 1351
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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 Building, Pretoria, 0001.

NOTE: People with disabilities are encouraged to apply

POST 48/78: SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-3: REF NO: 18/73/KZN

SALARY: R242 553 - R421 404 (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Family Advocate Office: Durban
REQUIREMENTS: Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SA Council for Social Service Professions (SACSSP); proof of registration with SACSSP. Appropriate experience in social work after registration with SACSSP; Knowledge and experience in Mediation; Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children’s Act; Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license; Language proficiency in Afrikaans will be an added advantage. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

DUTIES: Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in care, contact, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; Report on the performance to the Head of Office.
ENQUIRIES : Mr J.N. Mdaka Tel No: 031 372 3000
APPLICATIONS : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

POST 48/79 : SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1 REF NO: 2018/80/GP (X2 POSTS)

SALARY : R242 553 – R281 181 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Family Advocate: Johannesburg

REQUIREMENTS : Bachelor’s Degree in Social Work or equivalent qualification which allows registration with SACSSP; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in rendering Expert evidence; Experience in Forensic Social Work; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act, Children’s Act and Hague Convention on International Child Abduction; A valid driver’s license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

DUTIES : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; Report on the performance to the Head of Office.

ENQUIRIES : Ms. R Moabelo Tel No: (011) 332 9000
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 or Physical Address: Regional Office – Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg

POST 48/80 : ESTATE CONTROLLER EC1: REF NO: 18/204/MAS

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

CENTRE : Master of the High Court: Bisho

REQUIREMENTS : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship’s, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

ENQUIRIES : Mr. M. Lehong Tel No: (012) 315 1264
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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 48/81 : MAINTENANCE OFFICER (MR-1 – MR-3) REF NO: NR: 30/18/NC

SALARY : R186 828 – R276 780 per annum. (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office Springbok, Reference (Will Namaqua Magistrial District)

REQUIREMENTS : LLB Or an appropriate four year recognized legal qualification; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of the provisions of the Maintenance Act and other relevant legislation concerning the enforcement of court orders, and the recover of arrear maintenance; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver’s license; Skills And Competencies; Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Communications skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Interpretation skills; Dispute resolution; Case flow management; Research skills.

DUTIES : Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

ENQUIRIES : Mr J Tope Tel No: (053) 802 1300

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

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

CLOSING DATE: 18 December 2018 at 16:00

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

MANAGEMENT ECHELON

POST 48/82: DIRECTOR: EMPLOYMENT STANDARDS REF NO: HR 4/18/11/44HO
Directorate: Employment Standards

SALARY: R1 005 063 per annum (All inclusive)

CENTRE: Head Office


DUTIES: Develop and control system of ministerial and sectorial determination. Control plan to monitor implementation and advocacy on conditions of employment to protect vulnerable workers. Develop and control system of standards settings to provide
advice to the relevant stakeholders. Manage Employment Condition Commission (Statutory Body) and promulgation process regarding standards setting.

**ENQUIRIES**
Mr. T Mkalipi, Tel No: (012) 309 4123

**APPLICATIONS**
Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

## OTHER POSTS

<table>
<thead>
<tr>
<th>POST 48/83</th>
<th>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/1/222</th>
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</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R826 053 per annum (All inclusive)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Labour Centre: Lusikisiki</td>
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<td><strong>DUTIES</strong></td>
<td>Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Adv. EM Yawa, Tel No: (043) 701- 3128</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Chief Director Provincial Operations: Eastern Cape Provincial Office: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London</td>
</tr>
<tr>
<td><strong>FOR ATTENTION</strong></td>
<td>Sub-directorate: Human Resources Management: Provincial Office: East London</td>
</tr>
</tbody>
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<thead>
<tr>
<th>POST 48/84</th>
<th>DEPUTY DIRECTOR: RISK MANAGEMENT, FRAUD AND ANTI CORRUPTION REF NO: HR 4/4/7/67</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R697 011 per annum (All inclusive)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Provincial Office: Mpumalanga</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Develop and ensure implementation of Risk Management and Anti-Fraud Strategy. Develop Plans for risk assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the Unit.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms. M Mazibuko Tel No: (013) 655- 8701</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.</td>
</tr>
<tr>
<td><strong>FOR ATTENTION</strong></td>
<td>Sub-directorate: Human Resources Management, Emalahleni</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R356 289 per annum</td>
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CENTRE: Provincial Office: Braamfontein


DUTIES: Manage the implementation of risk analysis and monitoring thereof. Manage Compliance to risk control measures. Manage the provision of risk management services to Provincial Office and Labour Centres. Manage resources in the section.

ENQUIRIES: Ms. RE Tema, Tel No: (011) 853 -0311

APPLICATIONS: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein

FOR ATTENTION: Sub-directorate: Human Resources Management, Gauteng
ANNEXURE L

DEPARTMENT OF MINERAL RESOURCES

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

FOR ATTENTION: Ms N Maseko/ Ms T Sibutha

CLOSING DATE: 14 December 2018

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

MANAGEMENT ECHELON

POST 48/86: CHIEF DIRECTOR: RISK MANAGEMENT AND SOE OVERSIGHT REF NO: DMR/18/0063

This is a re-advertisement, candidates who previously applied and are still interested must re-apply.

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

CENTRE: Head Office, Pretoria

REQUIREMENTS: An appropriate qualification (NQF Level 7) plus five 5 years experience at Senior Managerial level PLUS the following competencies PLUS the following key competencies: Knowledge: Enterprise-wide risk management, Internal Audit, Corporate Services, Public Finance Management Act (PFMA), Understanding of DMR policies and functions as well as projects; Skills: Strategic capability and Leadership, Negotiation and Consultation, Problem solving and analysis, Financial Management, People Management and Empowerment, Good interpersonal relations at all levels, Advanced analytical skills; Communication: Ability to communicate at different level, verbal and written; Creativity: Ability to analyse information, creative/innovative thinker, Logical, Objective, Accurate and Diplomatic.

DUTIES: Direct and lead all functions related to monitoring the Departmental Public Entities, consolidate and measure performance against the plan. Give strategic direction and guidance with respect to strategic planning, risk management, monitoring and evaluation as well as State Owned Enterprise Oversight. Support the Minister, Director-General and other senior managers in the execution of their functions relating to strategic planning, risk management, monitoring and evaluation as well as State Owned Enterprise Oversight. Drive the Department's risk management strategy and lead special assignments/investigations. Manage the Chief Directorate.

ENQUIRIES: Mr P Gamede 012 444 3005

NOTE: Coloureds, Indians as well as people living with disabilities are encouraged to apply.
POST 48/87  :  DIRECTOR: LEGAL SERVICES  REF NO: DMR/18/0062

SALARY :  R1 005 063 per annum (Level 13) (All inclusive package)
CENTRE :  Head Office, Pretoria
REQUIREMENTS :  An LLB degree or appropriate 4-year Legal qualification with a minimum of 5 years experience and extensive experience in Legal matters; PLUS the following key competencies: Knowledge: Legislative drafting, DMR Acts and policies, Public service legislation and policies, Constitutional and Administrative Law, Legal drafting and interpretation, Court procedures; Skills: Negotiation, Computer literacy, Presentation, Work under pressure, Highly organized, People management; Communication: Excellent proven written and verbal communication; Creativity: Innovative, Logical, Analytical thinker.

DUTIES :  Overall management of the Directorate. Provide legal advice to the Minister and the Department. Manage the process of Appeals and Litigation. Develop draft, amend and interpret legislation, agreements and various other documents. Act as a legal representative for the Department at various forums. Implementation of the Promotion of Access to Information Act.

ENQUIRIES :  Mr P Alberts 012 444 3288
NOTE :  Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 48/88  :  DIRECTOR: STRATEGY AND MONITORING  REF NO: DMR/18/0064

This is a re-advertisement, candidates who previously applied and are still interested must re-apply.

SALARY :  R1 005 063 per annum (Level 13) (All inclusive package)
CENTRE :  Head Office, Pretoria
REQUIREMENTS :  An appropriate qualification (NQF Level 7) plus five 5 years relevant experience at Middle Management or Senior Management level; PLUS the following key competencies: Knowledge: Understanding of government mandates and priorities, Knowledge and understanding of DMR policies, functions, projects etc, Policy development, strategic planning, Financial management, Project management, Government policies, Project /programs in DMR, National Economic and Development Strategy. Skills: Logical, Management and organisational skills, computer skills, interpersonal skills, analytical skills, numerical, organising and co-ordination, Facilitation and Implementation, Well developed interpersonal relationship at all levels, Negotiation, Policy development and implementation; Communication: Communication: written and verbal communication; Creativity: Creative/innovative thinker, objective, accurate.

DUTIES :  Co-ordinate the development, implementation and maintenance of a performance and compliance monitoring and reporting systems and procedures for the Department. Provide and guidance on the monitoring and reporting framework. Verify and consolidate information and reports on: Organisational performance, Service delivery, delivery programmes, compliance with the regulatory framework (legislation, regulations, policy, etc). Analyse report and make recommendations on: Organisational performance in terms of strategic objectives, service delivery in terms of standards, delivery programmes in terms of performance and standards, compliance with the regulatory framework (legislation, regulations, policy, etc). Manage the Directorate.

ENQUIRIES :  Adv T. Mokoena 012 444 3880
NOTE :  Women, Coloureds, Indians as well as people living with disabilities are encouraged to apply.
The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

APPLICATIONS: Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned below.

CLOSING DATE: 18 December 2018 at 12H: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 48/89: DIRECTOR: PUBLIC FINANCIAL MANAGEMENT CAPACITY BUILDING REF NO: S075/2018
(4 Years Fixed Term Contract)
Division: Office of the Accountant-General (OAG)
Purpose: To develop and enhance public financial management capacity for the economic utilisation of public resources in all spheres of government. This fixed term contract position is in support of the Public Financial Management Capacity Development Programme for Improved Service Deliver, funded by the European Union.

SALARY: R1 005 063 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A Degree in Public Finance, Education or Business Management or equivalent as recognised by SAQA, Honours Degree will be an added advantage (NQF Level 8), Minimum 5 years’ middle management experience in strategy and leadership, Knowledge and experience in financial management, Knowledge of capacity development and/or education and training in financial management, Knowledge of data analysis and decision making, and managing of multiple and complex stakeholder relationship.

DUTIES: Develop a comprehensive capacity development strategy for public financial management, Develop and/ or influence related government policy (e.g. human resource management, human resource development, organisational design, and organisational development, Develop and maintain national frameworks, guidelines and standards aligned to legislation and policy environment, e.g. competency and learning frameworks and job standardisation, Support the creation of an enabling environment (e.g. maintain the competency framework for public financial management, maintain the integrated learning framework, develop nationally recognised occupational qualification, and implement supporting change management programmes), Develop and enhance organisational capacity e.g. support capacity development in departments and provincial treasuries, and coordinate the provision of national capacity development interventions on all public financial management, Develop and initiate implementation of education, training and development programmes on public financial management, Develop an environment that enables and sustains mutually beneficial stakeholder
relationships, e.g. marketing and communication, and implement a broad-based delivery model. Facilitate the establishment and maintenance of the strategic levers that will support the implementation of the strategy, e.g. champions of change, management and leadership capacity, team level transformation, professionalisation, diagnostics, and knowledge and information management. Research on best practice with regard to capacity development. (PFM) (PFM) capacity development solutions for the South African context, Monitor and evaluate the progress and impact of the (PFM) capacity development strategic interventions, Support the development of relevant legislative frameworks, policies, guidelines and other instruments, Develop and maintain the (PFM) competency framework, Support the professionalisation of the disciplines, Support the technical advancement of the discipline through reforms, good practice and benchmarking, Engage with government stakeholders to facilitate and coordinate the implementation of the (PFM) capacity development strategy (national, provincial and local government departments), Engage with external stakeholders to facilitate and coordinate the implementation of the (PFM) capacity development strategy (educational institutions, professional bodies, service providers, relevant quality assurance bodies and research institutions), Engage with strategic partners to support the implementation of the strategy (DPSA, NSG, CoGTA, SALGA, The Presidency and the donor community).

ENQUIRIES:
Ms Caroline Modibane
Tel No: 012 315 5092

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

POST 48/90:
DIRECTOR: DIRECTOR: MONITORING, EVALUATION AND LEARNING REF NO: S076/2018
(4 Years Fixed-Term Contract)
Division: Office of the Accountant-General (OAG)
Purpose: To lead, facilitate and conduct monitoring, evaluation and learning as it relates to the Public Financial Management Capacity Development Programme for Improved Service Delivery, funded by the European Union.

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

CENTRE:
Pretoria

REQUIREMENTS:
A Degree in Public/ Business Administration/Management or equivalent as recognised by SAQA, A qualification in Monitoring & Evaluation will be an added advantage, Minimum 5 years' experience in middle management obtained in monitoring and evaluation, Knowledge and experience of Monitoring and Evaluation of Policy and Frameworks, Ability to design, develop and implement MEL systems, policies, processes and procedures, Experience in the formulation and implementation of baseline studies; monitoring and performance management and conducting evaluations, Understanding of Knowledge Management principles and Learning within organisations, Experience in public/ private sector project management, strategy management and entity oversight, Negotiation skills and report writing required.

DUTIES:
Provide strategic direction and guidance on planning processes of donor funded projects and programmes through the development and implementation of Monitoring and Evaluation guidelines and policies, Develop a communication strategy to disseminate and convey key strategic information, Manage and develop all Monitoring, Evaluation and Learning (MEL) plans for the various projects and consolidate for Reporting to ensure correct alignment of objectives and priorities of National Treasury, Ensure proper planning and implementation of MEL plans, Formulate, conduct and lead reviews of donor projects and programmes, Formulate and conduct baselines of projects and programmes, Monitor and evaluate the required measures for the implementation of project plans and procedures, Develop and implement an institutional monitoring and evaluation mechanism to fast-track performance targets and other related information, Implement measurements and monitor progress against implementation of projects, Develop performance indicators and measurements pertaining to
reporting, monitoring, evaluation and Learning, Facilitate the development and implementation of improvement plans for projects, Review and align the project improvement plans with National Treasury’s framework, Coordinate and engage stakeholders on the progress of the implementation of the improvement plans, Present provisional periodic reports to the donor, project leads and head of unit for deliberation and inputs, prior to sign-off, Foster relationships with strategic partners on national, provincial departments, local authorities, private sector organisations pertaining to terms of performance as well as monitoring and evaluation processes, Develop, implement and review governance framework for quality assurance and oversight and establish best practices, Ensure the implementation of the performance guidelines and frameworks and advice to stakeholders accordingly, Develop performance and monitoring tools, learning frameworks and policy in compliance with strategic annual reports and plans, Consult stakeholders within and outside of government, Foster knowledge management and learning within the department and various beneficiary institutions.

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

POST 48/91: PROJECT COORDINATOR: PUBLIC FINANCIAL MANAGEMENT CAPACITY DEVELOPMENT REF NO: S078/2018
(4 Years Fixed-Term Contract)
Division: Office of the Accountant-General (OAG)
Purpose: To coordinate and manage all capacity development projects that fall under the Public Financial Management Capacity Development Programme for Improved Service Delivery, funded by the European Union.

SALARY: R1 005 063 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: A Degree in Business Administration, Public Administration, Project Management, or PFM or equivalent as recognised by SAQA, A minimum of 5 years’ experience at a middle management level in project management and managing of various projects or programmes, Experience in managing international donor funded programmes, Proven experience in project financial management, Thorough understanding of PFM challenges in all spheres of government, Demonstrated research and/or report writing skills, Experience in Monitoring and Evaluation and managing stakeholder relationships with international donors, Extensive experience with Microsoft Project management, Word, PowerPoint and Publisher will be an added advantage, as well as excellent analytical and organisational skills.

DUTIES: Develop policies and procedures required for programme implementation, Develop quality assurance standards, norms and all relevant policies and processes related to the programme, Prepare periodic narrative progress reports and financial reports in relation to the programme, Develop and publish communications and promotional materials for distribution such as newsletters and brochures, Identify gaps and best practices in the implementation of the programme, Develop and schedule work plans in accordance with specifications and funding confinements, Prepare and quality assure all substantive technical reports, briefs and required documents, Oversee and coordinate programme operations, Establish and manage the Project Steering Committee, Develop tools to track and monitor projects, Coordinate projects in conjunction with stakeholders to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications, Coordinate and oversee the outputs of project experts and consultants, Implement an early recognition or warning mechanism for risks identification and the smooth management of projects, Ensure that the project activities are budgeted for, Facilitate the procurement and appointment of service providers for PFM capacity development projects in line with prescribed Supply Chain Management processes and procedures, Coordinate service providers appointed for various capacity development projects, Develop and oversee the implementation of an open and transparent donor fund process, Prepare
programme financial management reports, Assist with internal and external audits, Develop a Monitoring and Evaluation Framework for the programme, Managing the Monitoring and evaluation of programme effectiveness, Conduct field visits to coordinate and monitor field level processes of the project appropriation action plan in consultation with stakeholders, Report regularly, verbally and in writing to stakeholders on the progress of the project implementation and challenges encountered highlighting constraints and proposed solutions to resolve the issue, Establish information and feedback mechanisms within targeted communities including a specific system to deal with beneficiary complaints/constraints, Analyse key project issues (including intervention priorities definition) and provide key recommendations on activities and action plan, Systematically evaluate the quality of project outcomes and provide recommendations for their improvement or their modification in order to ensure quality standards are met, Develop a Stakeholder Management Framework for the programme, Foster, develop and maintain strong partnership relationships and regular contact with several stakeholders to support programme implementation, Foster, develop and maintain partnership relationships with national partners and local communities to assess the effectiveness of current projects and to identify possibilities for new projects, Address all stakeholder queries related to projects implemented.

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

POST 48/92 : DIRECTOR: PRUDENTIAL REGULATION REF NO: S083/2018
Division: Tax and Financial Sector Policy (TFSP)
Purpose: To Provide a platform for the formulation and development of assessment instruments, oversight on regulation and the development of policy for prudential regulation of the banks.

SALARY : R1 005 063 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A degree in Finance, Law Economics or Development Economics as recognised by SAQA, A minimum of 5 years' experience in the financial sector, middle management experience, Analysis of policy and application in business, Development of o financial oversight mechanisms.

DUTIES : Work with regulators, contribute to prudential regulation pertaining to financial sector companies and general corporates, Formulate policy on the development and enhancement of prudential regulatory frameworks, Coordinate the implementation of policies on prudential regulation, Work closely with the Reserve Bank on financial stability issues, and the development of policies for domestic financial stability, Implement mechanisms to ensure the financial markets clearing and settlements process are executed accordingly, Advise on the processing of exchange control applications, Conduct in-depth research on concerns around each application to maintain SA interests, Liaise with various role-players including the South African Reserve Bank on administrative and policy matters relating to exchange controls Provide commentary on international papers and reports, Provide inputs and respond to Parliamentary Questions, Participate in the appointment of members to various financial regulatory boards, Compile draft parliamentary speeches and provide inputs to content.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.tifsp@treasury.gov.za, please state reference number and title of position on the subject line of the email
POST 48/93  :  DIRECTOR: FISCAL FRAMEWORK  REF NO:  S084/2018
Division: Intergovernmental Relations (IGR)
Purpose: To Coordinate the annual fiscal framework reviews and provide a policy
advice platform on the funding requirements needed for the different sectoral
frontline services in health, education and social development.

SALARY  :  R1 005 063 per annum (all-inclusive remuneration package)
CENTRE  :  Pretoria
REQUIREMENTS  :  A degree in economics, A minimum 5 years’ experience at a middle management
level, A good understanding of the Intergovernmental Fiscal Framework system,
Public Finances including Provincial Financing, Knowledge and experience of
financial and economic analysis and policy development, Knowledge and
experience of policy development and analyses; Knowledge and experience in
Social Sciences research.

DUTIES  :  Represent provinces in the national budget processes to ensure alignment
between government strategies, expenditure responsibilities of provinces, and the
available funding envelope, Prepare provincial fiscal frameworks for MTEF and in-
year adjustments budget processes and present to appropriate forums, Provide
advice and inputs into the annual division of revenue regarding provinces,
Undertake annual technical updates to the provincial equitable share formula,
Undertake ad hoc policy reviews of the provincial equitable share formula, Develop
and implement provincial conditional grant frameworks and allocations in
consultation with other units in National Treasury, the relevant transferring national
officers and provincial treasuries, Embark on policy reviews of the provincial fiscal
framework to enhance the ability of provinces to achieve their service delivery and
developmental objectives, Participate in the development of policies impacting on
the funding of provinces in general, Provide inputs in the development of the
annual Division of Revenue Bill (DoRB) and Division of Revenue Amendment Bill
(DoRAB), including drafting the provincial aspects of Annexure W1 to the annual
DoRB, DoRAB, Medium Term Budget Policy Statement, Budget Review and other
relevant National Treasury publications.

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

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

CLOSING DATE: 14 December 2018

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. General: The successful candidate will be required to enter into an employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants to declare any conflict or perceived conflict of interest, membership of Boards and Directorship.

ERRATUM: Kindly note that the following post advertised in Public Service Vacancy Circular 47 dated 23 November 2018, Assistant Director: IAR Accounting REF NO: 2018/214 is two (2) positions.

MANAGEMENT ECHELON

POST 48/94
SENIOR EXECUTIVE OFFICER: PMTE REF NO: 2018/210
(5 Year Contract)

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

SALARY: R1 880 736 per annum (Level 16) (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF level 07) and a post graduate qualification (NQF level 08) in a Built Environment discipline, Business Management, Asset Investment Management, Financial or related fields, 8-10 years relevant senior management experience in infrastructure development and property, asset investment and/or financial management sectors, of which 5 years must be as a member of the SMS in the public service. Knowledge: Knowledge of the construction and property sector policies and regulations and relevant Public Service legislation, Knowledge and understanding of project management, Knowledge and understanding of government procurement policy framework, Understanding government planning processes, including municipal planning processes. Skills: strategic capability and leadership, programme and project management, information and knowledge management, people management and empowerment, problem solving and change management, policy analysis and development, client orientation and customer focus; service delivery innovation, financial management, communication (verbal and written), computer literacy, stakeholder management, planning and coordination; presentation and facilitation; quality management, personal attributes: good interpersonal relations, ability to work under pressure, innovative and creative, ability to work in a team and
independently, adaptability, independent thinker, cost consciousness, honesty and integrity, influencing other, willing to adapt work schedule in accordance with office requirements and work abnormal hours.

**DUTIES**

Oversee the development and implementation of the PMTE Strategy, Business and Financial Model, business processes, and standard operating procedures. Develop the strategic and annual performance plans for the entity in line with the national government priorities. Establish and maintain governance structures. Ensure the development of a comprehensive risk management strategy. Provide strategic direction towards a self-sustainable PMTE through revenue generation and maximization. Manage the provision of office accommodation to client departments through construction and leaseholds. Ensure the development and implementation of norms and standards and maintenance plans for state assets. Oversee the development, management and maintenance of the immovable asset register. Development and implementation of the built environment Green Economy Programmes and institutionalization on of Operation Phakisa within the PMTE. Oversee the development and implementation of specific programmes in support of the transformation of the construction and property industries. Oversee the implementation of GIAMA. Provide strategic leadership in of the implementation Asset Investment Management. Ensure effective and efficient asset management in relation to planning, client relations, asset investment and analysis and leasing of state owned properties (leasehold & freehold).

**ENQUIRIES**

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

**APPLICATIONS**

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

**FOR ATTENTION**

Ms N.P Mudau

**NOTE**

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

**OTHER POST**

**POST 48/95**

ARCHITECTURAL TECHNOLOGIST REF NO: 2018/211

**SALARY**

R344 271 – R371 130 per annum (All-inclusive OSD salary package)

**CENTRE**

Johannesburg Regional Office

**REQUIREMENTS**


**DUTIES**

Provide technological advisory services:- Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying architectural principles. Perform administrative and related functions: - Compile
and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: - Keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; and Liaise with relevant boards/councils on architectural-related matters.

**ENQUIRIES** : Mr I Molosi, Tel No: 011 713 6020

**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

**FOR ATTENTION** : Mr M Mudau
ANNEXURE O

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

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

CLOSING DATE: 14 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 48/96: DIRECTOR: OPERATIONAL MANAGEMENT REF NO: 3/2/1/2018/543
Directorate: Operational Management

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

CENTRE: Free State (Bloemfontein)


DUTIES: Implement effective project management methodology for proper management of land claims by teams. Prepare Operational Plan in the Province aligned to Strategic Plan of the Commission and the Department, Demand Management Plan, Annual Performance Plan (APP). Prioritise claims for settlement linked with budget and prioritisation. Manage proper file management (entries to be made in the file in respect of all work done on a file be it telephone call, consultation,
meetings etc) for each claim/project. Coordinate post settlement and pre settlement support and monitor team performance in handling projects. Prepare implementation plans per project targeted for settlement with clear activities and timeframes, aligned to Operational Plan and APP targets linked to settlement and post settlement developments where claimants opt for land restoration. Monitor through case management meetings. Through Joint Coordination Committee meetings liaise with all relevant stakeholders, receive commitment through Service Level Agreement on roles and responsibilities of each stakeholder per project. Manage negotiation, facilitation, settlement and planning of the Restitution process. Timeous notification and agendas of meetings for negotiation and facilitation of settlements must be done in writing. All role players and stakeholders must be identified and included in above. Review project proposals/submissions prepared by the units prior to forwarding to the Commissioner. Check grammar and compliance to the Restitution Act and Policies of the Department. Prepare a checklist to be signed of. Coordinate responses to Ministerial tasks and queries. Upon receipt of a task/query confirm due date then allocate to relevant official for response. Upon receipt of response from official confirm that task/enquiry has been responded to fully and in line with the requirements (explanatory memorandum, draft response letter for the Chief Land Claims Commissioner, Director-General or Minister as the task/enquiry requires). Ensure that timeframe allocated for the response to be received by the Chief Director is complied with. Coordinate integrated development planning. Chair the Joint Coordination Committee to ensure that there is integrated development planning on claims where claimants opt for land restoration. Include this as activities during settlement of the claim not after the claim is settled. Monitor progress monthly until the project is presented for approval of funding, then monitor implementation of the Business plan and funding expenditure.

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 48/97

BUSINESS CONTINUITY SPECIALIST REF NO: 3/2/1/2018/544

Directorate: Risk Services

This is a re-advertisement, applicants who applied previously need not reapply as their applications will still be considered.

SALARY

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

CENTRE

Pretoria

REQUIREMENTS

**DUTIES**

Provide a central source of information and guidance on Business Continuity Management. Coordinate routine updates to the detailed information supporting the basic procedures (i.e. contact lists, personnel assignments, hardware and software specifications, network diagrams, vital record management, inventory lists, off site back up schedule, etc). Administer contracts and service level agreements with Business Continuity Service Providers. Create and sustain a Business Continuity Plan that will mitigate the risk of significant business disruption to the organisation's mission critical activities. Develop and review Business Continuity Policy for the Department. Coordinate the development of the Business Continuity Plans and procedures. Develop Business Continuity Plans and maintenance all critical locations, in conjunction with the appropriate business and technical team leaders and business continuity coordinators. Ensure that all technical components of the Business Continuity Plan are successfully tested at least annually and/or whenever significant changes are made to these components. Encourage and create awareness of Business Continuity Management throughout the Department. Ensure that all personnel with specific Business Continuity responsibilities are adequately trained to fulfill their assigned responsibilities. Ensure that all employees maintain their familiarity with relevant provisions of the Business Continuity Plan. Oversee the execution of the annual plan and report the progress of the deliverables of the plan to relevant committees. Provide on call support for any emergency, which may require activation of all or part of the Business Continuity Plan in the event that activation is required, serving as liaison between the crisis management teams and the Business Continuity teams. Compile the annual Business Continuity Assessment Plans for the Directorate in conjunction with line management. Plan and coordinate at least one simulation exercise annually, involving all critical business units. Document the results of all tests and exercises and identify any recommended enhancements to the Business Continuity and Procedures. Manage the logistical arrangements for all meetings. Coordinate payments of services providers. Control safe keeping of all equipment and assets used for executive meeting and of the Directorate.

**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 48/98**

DEPUTY DIRECTOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE REF NO: 3/2/1/2018/545

Directorate: Rural Enterprise and Industrial Development

**SALARY**

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

**CENTRE**

Eastern Cape (East London)

**REQUIREMENTS**


**DUTIES**

Manage Small Business Marketing and Trade Development. Identify markets for Small Business. Facilitate the signing of off-take agreements. Develop marketing strategies for rural Small Businesses. Facilitate access to market intelligence and information and linkages to other stakeholders. Manage Small Business Research and Technology Development. Introduce effective and efficient methods of conducting business to the Small Business. Conduct research on business and technology development and share information with Small Businesses. Manage Small Business Development Finance. Facilitate access to finance for the Small

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

POST 48/99
DEPUTY DIRECTOR: PRIMARY COOPERATIVES REF NO: 3/2/1/2018/546
Directorate: Rural Enterprise and Industrial Development

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

CENTRE
Eastern Cape (East London)

REQUIREMENTS

DUTIES
Provide liaison between Provincial Office, Districts and relevant Provincial Departments. Coordinate and consolidate work of the District Offices in relation to Primary Cooperatives. Liaise with relevant Provincial Government Departments in relation to primary cooperatives. Provide support and guidance to District Offices on matters relating to support of cooperatives. Work with Government Departments and other relevant stakeholders in support of the Cooperatives Programmes in the Province. Develop and maintain data systems on cooperatives and compliance. Develop, update and maintain a database on cooperatives supported by the Department in the Eastern Cape. Coordinate the implementation of Cooperatives Governance Standard working procedures and systems. Develop and implement a standard system for governance as well as working procedures in line with Departmental Policies. Participate in, and provide advice and support to Cooperatives Governance Structures in line with Departmental Policies, procedures and guidelines. Support Primary Cooperatives to the level of secondary and tertiary cooperatives and ensure that all these levels are fully functioning and sustainable. Coordinate compliance with cooperatives legislation and Policy. Assist with, and encourage cooperatives to ensure compliance with requirements from institutions such as South African Revenue Service, Bank, Central Supplier Database, etc and to participate in Government supply chain functions. Assist with the general compliance with government prescripts in relation to cooperatives. Assist with, and facilitate registration of cooperatives in line with the relevant legislation and Policies. Coordinate production support and skills development. Identify skills development gaps and opportunities for cooperatives in the Eastern Cape. Facilitate training and workshops for cooperatives. Encourage and support cooperatives to be productive in their business ventures. Identify strategic partners for skills development opportunities for cooperatives. Mobilise resources for cooperatives skills development internally and externally. Facilitate referrals from knowledge unit. Receive referrals from knowledge unit. Introduce new knowledge to rural Primary Cooperatives. Mobile resources from sector Departments/Institutions to capacitate rural cooperatives of new knowledge.
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, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 48/100: PROJECT COORDINATOR: COMMUNAL TENURE REF NO: 3/2/1/2018/547 (X6 POSTS)
Directorate: Tenure Reform Implementation

SALARY: R444 693 per annum (Level 10)
CENTRE: KwaZulu Natal:
Pietermaritzburg (X2 Posts)
Ladysmith (X2 Posts)
Vryheid (X2 Posts)


APPLICATIONS: Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 48/101: ASSISTANT DIRECTOR: POLICY PERFORMANCE AND RISK MANAGEMENT REF NO: 3/2/1/2018/548
Chief Directorate: Supply Chain and Facilities Management Services

SALARY: R356 289 per annum (Level 09)
CENTRE: Pretoria


DUTIES: Provide effective Supply Chain Policy Performance and Risk Management. Assure that Bid Committees processes are in line with Treasury Regulation by providing monitoring in all phases. Assure the pre audit function on all supply chain management requests is done in line with Treasury Regulations on daily basis.
Provide supply chain compliance monitoring, spot checks, site visitation in all Provinces. Assure the uniformity of supply chain management practices in one Department. Assure the supply chain management Risk Register is updated and all Auditor-General, Internal Audit Findings are addressed in all Provinces. Assure the supply chain management new developments are captured in Policy, Standard Operating Procedures and communicated to all supply chain management Practitioners. Assure the training of supply chain management Practitioners is planned on yearly basis and database is updated. Provide reports on supply chain management performance. Assure daily/weekly/monthly reports on supply chain management processes to Executives, Auditor-General’s and National Treasury. Ensure to transfer the reporting skills to the junior staff. Provide effective analysis and reporting of supply chain management deviations and variations. Analyse all deviations and variation from Bid Adjudication Committee and/or quotation unit. Advise and report to the Executives and external stakeholders. Provide effective Human and Financial Resources Management. Update the workplans of junior staff. Conduct Performance Assessments as per Public Sector schedule. Update staff leaves schedule. Ensure structure is filled and training is provided to office staff. Ensure the financial resources are available and managed per budget allocation.

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

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

**POST 48/102**
**ASSISTANT DIRECTOR: CLIENT RELATIONS MANAGEMENT REF NO: 3/2/1/2018/549**
Chief Directorate: Supply Chain and Facilities Management Services

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

**CENTRE**
Pretoria

**REQUIREMENTS**

**DUTIES**
Provide effective supply chain management helpdesk and office management. Render supply chain management training regularly. Monitor Departmental compliance continuously. Facilitate supply chain management training development. Implement the supply chain management risk management strategy accordingly. Manage the drafting, and updating of the Departmental Supply Chain Management Policies annually. Collect and consolidate performance management information from all supply chain management units. Compile Supply Chain Management Policy inputs. Analyse performance management information from all supply chain management units accordingly. Provide reports on supply chain management trends on different intervals. Assess the cost-efficiency of the procurement processes and deviations from normal procedures on an on-going basis. Conduct trend analyses on a permanent basis. Provide supervisory role to office staff. Ensure that performance agreements are signed. Ensure that employees produce performance assessment reports. Identify training needs and provide on the job training. Manage leave file of the office. Manage the daily time table/daily register of the office.

**APPLICATIONS**
Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
NOTE : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 48/103 : SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2018/550 (X2 POSTS)
Directorate: Financial and Supply Chain Management Services
This is a re-advertisement, applicants who applied previously must reapply.

SALARY : R299 709 per annum (Level 08)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Degree / National Diploma in Supply Chain Management / Administration / Public Management, 2 – 3 years working experience in Asset Administration. Job related knowledge: Public Finance Management Act, Treasury Regulations, Health and Safety Act, Department of Public Works Regulation pertaining to Building Maintenance. Job related skills: Interpersonal, Computer Literacy, Organising, Communication (verbal and written), Supervisory, Team work. Ability to work under pressure and deliver to tight deadlines. A valid driver’s licence and ability to drive.
DUTIES : Co-ordinate accommodation requirements and liaise with the Department of Public Works. Supervise and provide minor maintenance to office Buildings and Facilities. Supervision of the Telekom Operator(s) and related duties. Overseeing parking allocation to officials. Compile Terms of Reference with regards to office building and facilities. Manage cleaning services within the offices. Acquisition of assets and maintenance of the Provincial Asset Register. Monitoring the Bar-coding and recoding of newly acquired assets on the Asset Acceptance Form AM2’s. Reconciliation Asset Register (Baud System) with Logistical Information System (LOGIS) and Basic Accounting System (BAS). Monitor that all Transfer forms received (AM1’s) are transferred on the Asset Register. Conduct Asset Verification and Spot Checks. Assist in preparation and execution of asset verification and spot checks. To investigate and make recommendation on unverified assets. To ensure challenges identified during spot checks are resolved. Identify obsolete, redundant and unserviceable assets for disposal. Monthly reconciliation of BAS and LOGIS Systems. Conducting and overseeing disposals, losses and damages. Assist in evaluating the requests received and make recommendations to the Disposal Committee regarding donation or written off of assets. To transfer asset approved for disposal to Shared Service Centre warehouse. Ensure that all lost and damaged assets are reported and recorded immediately by following the necessary procedures. Ensure that all losses of assets or damages are recorded in the Asset Register. Supervising of officials within the Asset Management Unit.
APPLICATIONS : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
NOTE : Indian and White males and Coloured and White females and Persons with disabilities are encouraged to apply.
ANNEXURE P

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 14 December 2018
NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

OTHER POSTS

POST 48/104 : CHIEF ENGINEER MECHANICAL ENGINEERING (GRADE A) REF NO: 141218/01
Branch: NWRI
CD: Engineering Services
Dir: Mechanical and Electrical Engineering

SALARY : R991 281 per annum (All inclusive OSD salary package)
CENTRE : Pretoria

REQUIREMENTS : An Engineering Degree (B Eng / BSc (Eng). Minimum six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer (proof must be attached). A valid driver’s license (Certified copy must be attached). Compulsory registration with ECSA as a Professional Engineer. Knowledge of programme and project management. Knowledge of engineering design and analysis, legal and operational compliance. Knowledge in research and development. Good verbal and communication skills. Understanding of process knowledge and skills. Understanding of Public Service Regulations including PFMA. Must be able to work independently, self-motivated, responsible and reliable.

DUTIES : Design and specification of mechanical engineering systems for water infrastructure, e.g Pumps, Valves, Pipelines, overhead cranes, HVAC, etc. Oversee installation, testing and commissioning of such components and systems. Prepare mechanical designs and technical specifications. Review, evaluate, edit and approves engineering designs according to design principles and theory. Ensure adequate standard of technical documentation, reporting and contribute in updating of standards. Coordinate design integration across the engineering disciplines within the Directorate as well as to other directorates. Optimising design and cost-effectiveness of projects and risk management. Provide support and development of Water and Sanitation Service's Infrastructure. Provide support in contract management and administration. Inspect and/or test infrastructure equipment, systems and installations including preparation of reports of the findings and recommendations. Compile, review and comment on contract documentation proposals and Bids. Communicate and negotiate with contractors, consultants and clients of the Directorate. Formulate policies and guidelines relative to the Directorate's functions. Provide leadership and direction to the Directorate. Provide assistance to manage financial allocations to projects and programs. Provide guidance and mentorship to candidate engineers and technicians within the Directorate.

ENQUIRIES : Mr E Manhimanzi Tel No: (012) 336-8621
APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms. Li Mabole

POST 48/105: CHIEF ENGINEER GRADE A REF NO: 141218/02
Branch: Chief Operations Office
Dir: Institutional Management

SALARY: R991 281 per annum (all-inclusive OSD salary package)

CENTRE: Bronkhorstspruit

REQUIREMENTS: An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid driver’s Licence (certified copy must be attached). Applicants must be willing to travel extensively, work irregular hours and have the ability to work independently. The following will be an added advantage: Advanced computer skills (MS Word, Power Point and MS Excel) and knowledge of GIS applications, Engineering, legal and operational compliance. Engineering operational communication. Mobile equipment’s operating skills. Engineering design and analysis knowledge. Research and development. Proven leadership skills. Knowledge of Water Service Act and National Water Act and other environmental legislation. Sound administrative skills. Experience in project and financial management. Good written technical report ability and verbal communication. Programme and project management.

DUTIES: The incumbent will be responsible for planning, designing, operating and maintenance of engineering projects. Development of cost effective solutions according to standards. Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure 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. Water resource planning to ensure equitable water allocation to the various sectors. Ensure training and development of technicians, technologists and candidate engineers to promote skills and knowledge transfer including adherence to sound engineering principles and code of practice. Supervise engineering work and processes. Administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Research and literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES: Mr Nkuna S Tel No: 013 759 7317

APPLICATIONS: Mpumalanga (Bronkhorstspruit): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION: Mr MJ Nzima

POST 48/106: SCIENTIST MANAGER GRADE A REF NO: 141218/03
Branch: Chief Operations Office
SD: Proto CMA

SALARY: R854 154 per annum (All inclusive OSD salary related package)

CENTRE: East London

REQUIREMENTS: An MSc degree or relevant qualification in the fields of Geohydrology, Hydrology, Geology or earth Sciences. Six (6) years post qualification natural (Scientific) experience. Compulsory registration with SACNASP as a professional Natural
Scientist. (Proof of registration must be attached). A valid drivers license (please attach certified copy). Willingness to work afterhours. Appropriate experience in groundwater exploration, assessment and groundwater monitoring network development, data assessment, updating Hydstra and production of ground water reports. Appropriate experience in all aspects of geohydrology, geophysics and acquisition as well as the provision of groundwater information. Applied knowledge of GIS in groundwater assessment and monitoring. Ability to supervise and manage subordinates. Experience in managing the budget. Knowledge of Financial and Human Resources Legislation. Interpersonal skills and leadership ability. Good communication skills both written and verbal and presentation skills. Knowledge of Water legislation. Excellent computer skills.

**DUTIES**

Ensure the development and implementation of Policies, systems and procedures. Review and recommend/approve scientific projects. Facilitate the setting of scientific standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor scientific efficiencies according to ensure validity and adherence to organizational principles. Provide strategic leadership and direction. Align project to organizational strategies. Provide support and advice to the industry and stakeholders. Develop and maintain relationships/collaborations and review scientific documents. Lead, coordinate, and develop scientific models and regulatory frameworks. Design scientific methodology for the analysis of scientific data. Ratify the evaluation, monitoring and dissemination of data. Design and develop appropriate scientific models to generate information and knowledge. Formulate and evaluate proposals and compile reports and develop and customize scientific models. Research and development. Manage scientific research to improve expertise. Publish and present research findings (results). Lead co-ordinate and conduct basic and applied research or knowledge application. Financial Management. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related programmes and projects and Asset management. People management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of scientific services according to organisational needs and requirements and manage staff key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Governance, allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Facilitate and liaise with structures/stakeholders on scientific matters.

**ENQUIRIES**

Ms I Chilton Tel No: (043)701 0376

**APPLICATIONS**

Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.

**FOR ATTENTION**

Ms T Solwandle Tel No: 043 604 5476

**POST 48/107**

DEPUTY DIRECTOR: WATER USE AUTHORISATION (WULA REF NO: 141218/04)

Branch: Chief Operations Office

SD: Proto CMA

**SALARY**

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

**CENTRE**

Uppervaal Catchment

**REQUIREMENTS**

A Bachelors Degree or equivalent in Environmental Sciences or Built environment. Three (3) to Five (5) years’ experience in Water Resource Management. Knowledge and understanding of the National Water Act, 1998 (Act 36 of 1998) and its regulations and policies. Knowledge of development plans established in


**ENQUIRIES**: Dr K Khorommbi Tel No: 013 392 1427

**APPLICATIONS**: Gauteng (Uppervaal Catchment): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor, Pretoria, 0001

**FOR ATTENTION**: Sydney Nevhorwa

**POST 48/108**: DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 141218/05
Branch: Chief Operations Office
SD: Corporate Services

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

**CENTRE**: Mbombela

**REQUIREMENTS**: A National Diploma or Degree in Labour Relations Management. Four (4) to six (6) years management experience in Labour Relations. Knowledge of policy development and implementation. Knowledge and experience of Labour Relations processes and HR information. Understanding of Government legislations. Financial management and knowledge of PFMA. Knowledge of Negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and experience of Programme, Project and Relationship management. Problem solving, analysis, people, diversity management, client orientation and customer focus. A valid driver’s licence (attach a certified copy).

**DUTIES**: Provide input into Employee Relations policies. Analyse current policies and Labour Relations trends. Recommend policy amendments. Implement employee relations policies. Hold road shows advising the department (Provincial Office) on key Labour Relations policy issues and new developments. Advice Management and Employees on all employee relations matters. Manage dispute resolution, collective bargaining matters, facilitation of grievance resolutions and disciplinary processes. Management of human resources. Investigate complex cases. Register and maintain a database of all cases including grievances. Maintain compliance in all labour relations matters, dissemination of information and conducting of training. Liaise with internal and external stakeholders. Represent the Department at Conciliation and Arbitrations proceedings. Ensure that approved resolutions are implemented. Manage conflict resolution. Manage budgeting and demand management processes for the section.

**ENQUIRIES**: Mr AA Lessing Tel No. 013 759 7336

**APPLICATIONS**: Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X
FOR ATTENTION: Mr MJ Nzima

POST 48/109: SCIENTIST (PRODUCTION) GRADE A REF NO: 141218/06
Branch: Chief Operations Office
Dir: Planning and Information (Geohydrology)

SALARY: R585 366 per annum (all-inclusive OSD salary package)
CENTRE: Mbombela
REQUIREMENTS:

DUTIES:
Develop and implement methodologies, policies, systems and procedures. Provide scientific and technical expertise in the field of physical and Earth Sciences for assessment, development, protection, use and management of groundwater resources. Support implementation of groundwater protection strategies and related protocols. Provide groundwater extension services. Perform scientific analysis and regulatory functions. Provide input to environmental management processes. Review and give input to water use license applications. Monitor natural and artificial groundwater trends. Undertake groundwater resources exploration. Conduct research and development. Manage and supervise drilling programmes. Undertake appropriate development of groundwater water resources. Human capital development. Maintain regional and national water databases.

ENQUIRIES: Ms Ralushai M.A Tel No: 013-759 7524
APPLICATIONS: Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION: Mr MJ Nzima

POST 48/110: CONTROL ENVIRONMENTAL OFFICER: GRADE A REF NO: 141218/07
Branch: Chief Operations Office
Div: Water Quality Related Water Use Management

SALARY: R468 513 per annum (OSD)
CENTRE: Bellville
REQUIREMENTS:
A four (4) year degree or equivalent qualification in Natural/Environmental Sciences. Six (6) years post-qualification experience. Knowledge and understanding of the National Water Act, 1998 (Act 36 of 1998). Supervisory skills. Exposure in strategic planning, resource (water quality) protection and human resource. A good understanding of other Environmental Legislation. Knowledge and understanding of the PFMA. A valid driver's license (A certified copy must be attached). Computer literacy. Excellent communication, conflict, project management, problem solving, negotiation and facilitation skills as well as the ability to work in a multi-disciplinary team. Extensive experience in Integrated
Water Resource Management. Good report writing skills. Good understanding on
water resource quality management.

**DUTIES**

Provide support in the development of policies and strategies to manage sector
water use impacts in accordance with the National Water Act, 1998 (Act 36 of
1998) and other Departmental policies and strategies. Undertake both routine and
special investigations. Prepare reports and interpret analytical results. Assist in the
evaluation of water use license applications, reports and other documents
submitted in accordance with legislation, policy, procedures and guidelines
relevant to Water Quality Management and make recommendations regarding the
issuing of water use licenses and confirmation of authorizations. Promote water
conservation and efficient water utilization through the Departmental authorization
processes. Respond to client queries within and outside the Department.
Participate in the Water Use Authorization Assessment Advisory Committee.
Willingness to work irregular hours and travel extensively including remote areas.
Give inputs on projects relevant to the management of water resources initiated by
the Department. Facilitate training and career development of staff. Supervision of
staff. Assist in the establishment and regulation of water management institutions.
Support catchment management forums and other water and sanitation forums.
Provide guidance to Water Management Institutions and other water users relating
to water resource quality.

**ENQUIRIES**

Mr D Daniels, Tel No: (021) 941 6189

**APPLICATIONS**

Western Cape (Bellville): Please forward your applications quoting the relevant
reference number to The Regional Head: Western Cape, Department of Water and
Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building,
3 Blanckenberg Road, and Bellville.

**FOR ATTENTION**

Ms K Melelo

**POST 48/111**

CHAIR DEVELOPMENT EXPERT REF NO: 141218/08

Branch: Chief Operations Office
Dir: Water Sector Support
SD: Capacity Building

**SALARY**

R444 693 per annum (Level 10)

**CENTRE**

Mbombela

**REQUIREMENTS**

A Degree or National Diploma in Social Sciences or similar. Three (3) to five (5)
years’ experience in partnerships, corporate social investment and/ or stakeholder
relations. Knowledge and experience in stakeholder relations, partnerships and/ or
corporate social investment. Fundraising experience is an added advantage.
Working experience in inter-governmental relations. Knowledge of relationship
management. Framework for managing performance information. Problem
solving, analysis, people and diversity management. Client orientation and
customer focus. Good verbal and written communication skills. An understanding
of and commitment to government objectives, policies and programmes. Ability to
work under pressure and meet deadlines.

**DUTIES**

Advocacy and communication of activities and programmes of the department to
sector partners. Develop integrated Water Sector M & E system and maintenance
thereof. Develop policies and water sector frame work that will guide
implementation of WSDP. Attend to personnel matters and their PMDS. Monitor
and evaluate the implementation of WSP nationally and in the regions. Develop
and conceptualise community engagement programme and inter-governmental
relations. Conduct research on spatial and non-spatial data from clients. Develop
meaningful partnerships with private sector, NGO and community based
organisations. Participate in the development of IDP for various municipalities.
Support partnership strategy of the department. Conduct research where a need
arises on re-evaluation of policies. Facilitate workshops on the implementation of
the DWS agenda with partners. Handle project management and conduct research
in support of partnership strategy. Identify projects to be executed according to
develop WSDP and IDP’s. Liaise with municipalities on the implementation of
projects. Support DWS Provincial Offices on the implementation of partnerships
projects. Management of finance and human resources. Assist in budget
compilation for the Directorate. Compile monthly projects and do PMDS projects for staff.

ENQUIRIES: Mr Ntabeni P.H Tel No: 013 759 7306
APPLICATIONS: Mpumalanga (Mbombebla): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION: Mr MJ Nzima

POST 48/112: ASSISTANT DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO: 141218/09
Branch: Chief Operations Office
SD: Water Institution Oversight

SALARY: R444 693 per annum (Level 10)
CENTRE: Mmabatho
REQUIREMENTS: A Bachelor's degree or equivalent in Social Sciences, or related environment, and 3 to 5 years relevant experience. Proven ability to interpret and implement policy and strategy. Experience in terms of inter-governmental relations, co-operative governance, institutional structures management and regulation. Experience in project and programme management. Proven ability to solve problems and demonstrated decision-making ability. Ability to communicate with a range of stakeholders inclusive of communities. Experience in establishment of Water Management Institutions (Water Users Association, Catchment Management Agencies and Catchment Management Forums). Ability to forge partnerships between governments, non-government stakeholders and good interpersonal skills. Excellent verbal and written communication skills. Knowledge of the National Water Act (1998). Valid driver's licence (certified copy must be attached) and willingness to travel.

DUTIES: Ensure effective development and implementation of DWS policies and strategies. Ensure integration of marginalised and previously disadvantaged water users/stakeholders in water allocation and reform processes. Establishment of water resource management structures led by DWS and/or in partnership with provincial and local government to ensure integration and participation of all affected and interested parties. Ensure effective establishment of Water Management Institutions. Support the transformation agenda of DWS and facilitate access to DWS programmes designed for historically disadvantaged groups. Support strategic and business planning.

ENQUIRIES: Mr. S Thobejane Tel No: (012) 392 1417
APPLICATIONS: Pretoria For purposes of response handling please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Mr MJ Ntwe

POST 48/113: CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 141218/10
Branch: Chief Operations Office
Dir: Planning and Information
Div: Hydrological Flow Data

SALARY: R422 139 per annum (OSD)
CENTRE: Groblersdal
REQUIREMENTS: A National Diploma in Engineering or relevant qualification. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration must be attached). Six (6) years post qualification technical (Engineering) experience. The following will be an added advantage, water resources-related experience with extensive Hydrological knowledge Proven interpersonal relations. Qualified in the usage of various Window-driven programmes (Excel, PowerPoint, Word etc.) Qualified in the usage of various drawing programmes such as AutoCAD, Model maker, CADDIE etc. Willingness
to travel is essential. Must be highly computer literate and in possession of a valid driver’s license. Knowledge of the National Water act will be an advantage. Excellent technical report writing abilities. Sound supervision and project management skills. Knowledgeable with Hydrological Data Basis products and abstraction of relevant reports.

**DUTIES**


**ENQUIRIES**

Mr Kheva S.G, Tel No: 013-759 7313

**APPLICATIONS**

Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

**FOR ATTENTION**

Mr MJ Nzima

**POST 48/114**

CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 141218/11
Branch: Chief Operations Office
SD: Water Information Management

**SALARY**

R422 139 per annum (OSD)

**CENTRE**

Kimberley

**REQUIREMENTS**

A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (attach proof of registration). A valid driver’s license (certified copy must be attached). Good computer literacy and computer programming skills. Good communication skills (verbal and written) and negotiation skills. Experience in project management. Technical design and analysis knowledge. Knowledge of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing and technical consulting skills. Problem solving, analysis, decision making and team work skills. Creativity, financial management, customer focus and responsiveness skills. Good planning, organising and people management.

**DUTIES**


**ENQUIRIES**

Mr O Thebe Tel No: (053) 8308 800

**APPLICATIONS**

Northern Cape (Kimberley): Please forward your application, quoting the post reference number, to: The Chief Director, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to Department of Water Affairs, 28 Central Road, Beaconsfield, Kimberley, 8301

**FOR ATTENTION**

Mrs C. Du Plessis
<table>
<thead>
<tr>
<th>POST 48/115</th>
<th>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION) REF NO: 141218/12</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R380 364 per annum (OSD)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>East London</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A relevant Honours degree in Natural or Earth Sciences, Environmental Management or a related field. 4 years' experience in the field or water quality management and integrated water resource management will serve as an advantage. Sound knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Computer literacy. A valid Code EB driver license (Certified copy must be attached). Proven management and negotiation skills. Good communication (Verbal and Written) skills. Good writing skills. A willingness to travel extensively and work irregular hours.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Process water use authorization applications in the Water Management Area 7. Provide comments on Environmental Impact Assessments (EIAs), Environmental Management Programme reports (EMPR), Mine closure reports and other related technical reports. Support catchment Management Forums. Liaise with stakeholders in the water sector and other government departments. Conduct regular compliance monitoring and inspections at industries, mines, sewage treatment works, dairies, abattoirs etc. Prepare reports. Conduct resource water quality monitoring for status reporting. Ensure water quality data management. Undertake routine and special investigation. Attend to emergency incidents (e.g. spillages or fish kills) as well as remediation of contaminated land. Assist with the supervision of staff. Implement the principles of Integrated Water Resources Management to water quality management and the integrated sustainable management of the water quality of the water resources in the Water Management Area.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms I Chilton Tel No: (043)701 0376</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.</td>
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<thead>
<tr>
<th>POST 48/116</th>
<th>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 141218/13</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 per annum (Level 09)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Bloemfontein</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Management of the Payroll, Accounts Payable, cash and debt functions. Conduct creditor’s reconciliations and ensure correct and timeous payment of suppliers. Manage sundry and order payments. Management of reporting including accruals and commitments, 30 days reports etc. Render professional advice and guidance to regional line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms B Keele Tel No: 051 405 9000</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Free State (Bloemfontein): Please forward your application quoting the reference number to the Provincial Head: Free State, Department of Water and Sanitation,</td>
</tr>
</tbody>
</table>
FOR ATTENTION : Mrs L Wymers

POST 48/117 : ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 141218/14
Branch: Chief Operations Office
CD: Provincial Operations

SALARY : R356 289 per annum (Level 09)
CENTRE : Gauteng


ENQUIRIES : ST Mashiloane Tel No: 012 392 1489
APPLICATIONS : Gauteng (Based in Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor, Pretoria, 0001

FOR ATTENTION : Mr Daniel Masoga

POST 48/118 : INFORMATION TECHNOLOGY TECHNICIAN REF NO: 141218/15
Branch: Chief Operations Office
Div: Information Technology and Comms

SALARY : R356 289 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma or Degree in Information Technology. Certification in the following will be an added advantage: Certificated Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Three (3) years appropriate experience in IT. Knowledge of Windows 7; Windows 8; Windows 10; MS Office 2010, 2013 and Office 365; Symanetc Anti-virus; Microsoft SMS; Transversal systems (Persal; BAS; SAP; LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver's license (Certified copy must be attached) and be willing to travel to various remote sites and offices. Competencies: An in-depth knowledge of client-server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Excel and Power Point). Ability to work under pressure. Good
communication skills (verbal and written) Exposure to different business application platforms.

**DUTIES**
Manage calls logged on the call management system. Provision of end-user support with regards to hardware; software, network connectivity and Telephony (Voice Over IP). Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installations; maintenance and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to-date. Initiate and co-ordinate the change control procedures. Provide users with training of computer end-user skills and on new technologies relevant to their needs. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Information Technology with all IT related tasks.

**ENQUIRIES**
Mr T. Diradingwe, Tel No: 051 405 9198

**APPLICATIONS**
Free State (Bloemfontein): Please forward your application quoting the reference number to the Provincial Head: Free State, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand delivered to Corner of East Burger and Charlotte Maxeke, 2nd Floor Bloem Plaza, Bloemfontein, 9300.

**FOR ATTENTION**
Mrs L Wymers

**POST 48/119**
CHIEF ARTISAN GRADE A CIVIL REF NO: 141218/16 (X 2 POSTS)
(This is a re-advertisement, applicants who have previously applied need not to re-apply)
Branch: NWRI Central Operations
Div: Maintenance

**SALARY**
R343 329 per annum (OSD)

**CENTRE**
Standerton

**REQUIREMENTS**

**DUTIES**
Manage plumbers, carpenters, bricklayers and other related civil trades and construction workers. Undertake budget process and control thereof for Civil section. Planning and organizing of work according to the budget implementation. Conducting of estimated costs/ monitoring of expenditure. Perform Quality assurance during the performance and after completing the task to assure that prescribed standards are adhere to. Construction and Maintenance of civil structures on the scheme. Ensure compliance with Occupational Health and Safety Act. Implement capital project as per PMBOK (Project Management). Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis.

**ENQUIRIES**
Mr JP Manyaka Tel No: (017) 712 9409

**APPLICATIONS**
NWRI Central Operations (Standerton): Please forward your application quoting the reference number to: The Area Manager, Department of Water and Sanitation, Private Bag X2021, Standerton 2430

**NOTE**
Candidates may be subjected to skills and Knowledge test.

**POST 48/120**
SENIOR ADMINISTRATIVE OFFICER (WARMS) REF NO: 141218/17
Branch: Chief Operations Office
Div: Water Information Management

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

**CENTRE**
East London
REQUIREMENTS: A National Diploma or Degree in Public Administration or Social Sciences. Three (3) to five (5) years experience in financial matters. The candidate must be computer literate and have appropriate experience, especially in word processing and spreadsheets. Sound experience in WARMS. Proven organisational, interpersonal, conflict resolution, problem solving and analytical skills. Good verbal and written communication skills. Practical experience in a client service environment, letter and report writing. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Knowledge of the following will serve as recommendations: National Water Pricing Strategy. Ability to work under pressure. Working with spatial data and a valid driver’s licence (certified copy must be attached).

DUTIES: Oversee all data capturing and general office administration of registration of water use. Undertake the overall planning of workflow. Implement and interpret procedures, in terms of the National Water Act, (Act 36 of 1998), for the registration of water use. Provide training on water use registration. Produce statistical reports and ensure that file maintenance systems are maintained. Maintain discipline within the section. Supervise staff according to Departmental policies and procedures.

ENQUIRIES: Ms N Ngcwembe, Tel No: (043) 701 0376
APPLICATIONS: Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.

FOR ATTENTION: Ms T Solwandle
POST 48/121: SENIOR HR PRACTITIONER: HR TRANSACTIONS AND INFORMATION MANAGEMENT REF NO: 141218/18
Branch: Chief Operations Office
Div: Human Resources Administration
SALARY: R299 709 per annum (Level 08)
CENTRE: King Williams Town
REQUIREMENTS: A National Diploma or Degree in Human Resource Management. Three (3) to five (5) years’ experience in the field of Human Resource Management. A valid driver’s license (Certified copy must be attached). Extensive knowledge and understanding of Public Service, collective agreements and other related legislation. Applicants must be in possession of a PERSAL certificate and working experience on the PERSAL system. Excellent verbal and communication skills, thorough knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments and other allowances. Computer literacy.

DUTIES: The supervision of pension administration unit, implementation of GEPF regulations and processes. Maintenance of database regarding conditions of service related matters. Maintenance of applicable database in relation to Human Resource. Facilitate the implementation of HR Policies, strategies, procedures and practices relating to Human Resource Management. Provide advisory services to all regional staff, line and senior management. Liaison with National Treasury and Compensation Commissioner, Monitoring and evaluation of all HR Transaction processes, supervision, training and motivation of staff.

ENQUIRIES: Ms T Solwandle Tel No: 043-6045476
APPLICATIONS: Eastern Cape (King Williams Town): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.

FOR ATTENTION: Ms T Solwandle
POST 48/122: SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 141218/19
Branch: NWRI Central Operations
SD: Financial Accounting
SALARY: R299 709 per annum (Level 08)
CENTRE : Central Operations


DUTIES : Provide financial administration on SAP. Manage the collection of revenue in the Cluster. Handle payments in suspense account and do follow up on bad debt. Manage billing and attend to all billing queries, particularly dealing with accounts of strategic customers and ensuring that these are billed timeously in line with contractual agreements. Attend monthly meetings with strategic customers as part of managing revenue management contracts. Assist with the tariff determination process in the Cluster. Supervise and evaluate personnel. Compile and submit reports. Manage minor revenue projects. Manage the customer relations office and ensure that all issues raised are resolved speedily. Be able to provide all Revenue Management reports that are required on ad hoc basis.

ENQUIRIES : Mr ME Lidzhade Tel No: 012 741 7327

APPLICATIONS : NWRI: Central Operations (Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria.

FOR ATTENTION : Mr KL Manganyi

POST 48/123 : ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A-C REF NO: 141218/20

Branch: Chief Operations Office
Dir: Planning and Information
SD: Resource Protection

SALARY : R256 815 per annum (OSD)

CENTRE : Mbombela

REQUIREMENTS : National Diploma in Environmental Management or Natural Sciences or equivalent. At least two (2) years appropriate experience in an area after obtaining relevant qualification will be an added advantage. Proven work experience in the bio-monitor watering (River Health Programme) related to water resource management. Clear understanding of the Department’s policies, strategies and guidelines. Knowledge of Human Resource policies. Clear understanding of transformation in the Public Service. Valid driver’s license. Advanced computer literacy.

DUTIES : Champion the River Health Programme in both Inkomati and Olifants. Support the determination of the Reserve in the Region. Profile the Adopt a River programme. Implement the National Water Act 36 of 1998 and DWS policies and regulations. Facilitate and co-ordinate the training and career development of staff. Supervise staff in SEA section. Undertake field visits collection of fish, invertebrates, vegetation, etc on routine and/or special investigations. Prepare reports and interpret SASS results.

ENQUIRIES : Mr Kheva S.G Tel No: (013) 759 7313

APPLICATIONS : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION : Mr MJ Nzima
POST 48/124 : ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A-C REF NO: 141218/21
Branch: Chief Operations Office
Div: Water Information Management

SALARY : R256 815 per annum (OSD)
CENTRE : Mthatha
REQUIREMENTS : A National Diploma or Degree in Natural Sciences, Environmental Management or Earth Science. Sound knowledge of the National Water Act (Act 36 of 1998) and related policies, strategies and guidelines is required as well as knowledge of other relevant legislation e.g. NEMA. Knowledge of industrial, agricultural and mining processes as well as wastewater treatment processes and related technologies. Computer literacy. A valid Code EB driver license (Certified copy must be attached). Good communication (Verbal and Written) skills. Good writing skills. Willingness to travel extensively and work irregular hours.

DUTIES : Process water use authorization applications in the Water Management Area 7. Provide comments on Environmental Impact Assessments (EIAs), Environmental Management Programme reports (EMPr), Mine closure reports and other related technical reports. Liaise with stakeholders in the water sector and other government departments. Conduct regular compliance monitoring and inspections at industries, mines, sewage treatment works, dairies, abattoirs etc. Prepare reports. Conduct resource water quality monitoring for status reporting. Ensure water quality data management. Attend to emergency incidents (e.g. spillages or fish kills) as well as remediation of contaminated land. Implement Water Management System. Implement the principles of Integrated Water Resources Management to water quality management and the integrated sustainable management of the water quality of the water resources in the Water Management Area.

ENQUIRIES : Ms I Chilton Tel No: 043-7010376/ Ms. N. Mgca Tel No: 047-505 6430
APPLICATIONS : Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.

FOR ATTENTION : Ms T Solwandle

POST 48/125 : ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C (WTE) REF NO: 141218/22
Branch: Chief Operations Office
Div: Water Quality Related Water Use Management

SALARY : R256 815 per annum (OSD)
CENTRE : Bellville
REQUIREMENTS : A relevant National Diploma in Environmental Management or Natural Science. Practical experience in the field of water quality management will be an added advantage. Knowledge of Water Quality Management with an understanding of prevailing principles in Integrated Water Resource Management and Knowledge of Catchment Management will be an additional requirement. Understanding of the National Water Act and National Environmental Management Act. A valid driver’s license (Certified copy must be attached). Willingness to travel extensively and work irregular hours. Good communication skills (both written and verbal). Good computer literacy and report writing skills.

DUTIES : Processing of Water Use License Applications in Water Management Areas. Provide comments on Environmental Impact Assessments, Environmental Program Reports and Development Applications in the Oliphant’s Management area. Liaise with stakeholders in the Water Sector and other Government Departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, and local authorities etc. Undertake water resource monitoring and special investigation. Manage water quality in the designated catchments areas. Prepare reports and interpret water quality monitoring results.

ENQUIRIES : Ms T Torch Tel No: (021) 941 6236
APPLICATIONS : Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and
Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville.

FOR ATTENTION
MS K Melelo

NOTE
Persons with disabilities, African Males, African Females, Indian Males, Indian Females and White Males are encouraged to apply.

POST 48/126
ARTISAN PRODUCTION GRADE A (ELECTRICAL) REF NO: 141218/25
Branch: Chief Operations Office
Div: Infrastructure Development & Maintenance

SALARY
R179 523 per annum (OSD)

CENTRE
Kimberley

REQUIREMENTS
An appropriate trade test certificate. A valid driver’s licence (certified copy must be attached). Knowledge of technical analysis, computer–aided technical applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analysis, decision making, team work and analytical skills. Creativity, self-management, customer and responsiveness. Communication and computer skills. Planning and organizing skills.

DUTIES
Responsible for the Lower Vaal & Lower Orange water management area. Produce designs according to client specification and within limits of production capability for the Lower Vaal & Lower Orange water management area. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Tests repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Continuous individual development.

ENQUIRIES
Mr O Thebe Tel No: (053) 8308 800

APPLICATIONS
Northern Cape (Kimberley) Please forward your application, quoting the post reference number, to: The Chief Director, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to Department of Water Affairs, 28 Central Road, Beaconsfield, Kimberley, 8301

FOR ATTENTION
Mrs C. Du Plessis

POST 48/127
SENIOR ADMINISTRATIVE CLERK (WARMS) REF NO: 141218/26
Branch: Chief Operations Office
Div: Water Information Management

SALARY
R163 563 per annum (Level 05)

CENTRE
East London

REQUIREMENTS
A Grade 12 certificate plus appropriate experience in general office administration and data capturing. Candidate must be computer literate with a sound knowledge of word processing and spread sheets. Good verbal and written communication skills. Practical experience in client services, letter and report writing. Experience in the national water use registration process. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Ability to work under pressure.

DUTIES
Issuing relevant registration forms to users. Assist users in completing application forms. Check completion of application forms. Capturing applications forms for new users. Amend information of registered users as per approved outcome. Generate confirmation documents. Prepare registration certificate for approval. Copy and send out registration certificates to registered users. Keep records of correspondences received from the clients in the relevant files. Fulfil help desk functions.

ENQUIRIES
Ms N Ngcwembe, Tel No: (043) 701 0376

APPLICATIONS
Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.

FOR ATTENTION
Ms T Solwandle Tel No: 043 604 5476

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<thead>
<tr>
<th>POST 48/128</th>
<th>SENIOR ACCOUNTING CLERk REF NO: 141218/27</th>
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<tr>
<td>Branch:</td>
<td>Chief Operations Office</td>
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<tr>
<td>SD:</td>
<td>Financial Management (WTE)</td>
</tr>
<tr>
<td>SALARY</td>
<td>R163 563 per annum (Level 05)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>East London</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Receive invoices and record on invoice register, check and capture transactions on Persal and SAP. Check and capture Sundry Payments, prepare journals when necessary. Request reports on Persal and SAP. Be responsible for cashier’s functions. Safekeeping of cash and checking of Petty Cash issued. Replenish Petty Cash when required. Responsible for Payroll administration. Distribution of Salary and supplementary payslips to officials, update registers. Compile Sundry payments; assist with clearing and monthly reporting of Suspense account. Ensure monthly statement for creditors are reconciled. Compile monthly reports.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms AB Ngcebetsha Tel No: (043) 701 0376</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Ms T Solwandle Tel No: 043 604 5476</td>
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<tr>
<th>POST 48/129</th>
<th>ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 141218/28</th>
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<tr>
<td>Branch:</td>
<td>Chief Operations Office</td>
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<tr>
<td>SD:</td>
<td>Planning and Information</td>
</tr>
<tr>
<td>Div:</td>
<td>Geohydrology</td>
</tr>
<tr>
<td>SALARY</td>
<td>R163 563 per annum (Level 05)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Mbombela</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A Grade 12 (with Mathematics/Mathematics Literacy). Computer literacy. Basic knowledge in handling laboratory equipment. Driver’s license. Good communication skills and interpersonal relations. Good organizing skills. Willingness to acquire new skills.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The maintenance and monitoring the measuring equipment. Collect water samples according to set standards and register the samples on the relevant database. Capture hydrological data. Maintain data related to surface and ground water.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Ralushe M.A Tel No: 013-759 7524</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown &amp; Paul Kruger Streets, Mbombela.</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Mr Nzima MJ</td>
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<tr>
<th>POST 48/130</th>
<th>ASSISTANT TECHNICAL OFFICER REF NO: 141218/29</th>
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<td>Branch:</td>
<td>Chief Operations Office</td>
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<tr>
<td>Div:</td>
<td>Water Use Catchment Regulation</td>
</tr>
<tr>
<td>SALARY</td>
<td>R163 563 per annum (Level 05)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>East London</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A Senior certificate with Mathematics or Mathematics Literacy. Computer Literacy. Basic knowledge in handling technical equipment. A valid driver’s license (certified copy must be attached) is a strong requirement. Must have good communication skills, good interpersonal skills, good planning and executing skills. Willingness to travel long and irregular hours in remote areas when necessary and be able to</td>
</tr>
</tbody>
</table>
perform administrative duties. Willingness to learn new skills is vital to adapt to new dynamic working environment.

**DUTIES**

- Maintenance of technical equipment for bio monitoring team, prepare equipment for the technical team and load it in the vehicles. Ensure that SASS 5 sheets and relevant booklets are packed for each trip. Give support to technical teams in monitoring rivers, maintain pool vehicles by continuously monitoring service due dates and also cleanliness. Pack and sort storeroom for technical equipment according to Health and Safety specifications. Compile weekly/monthly itinerary for the team, make travelling bookings and also do procurement and follow up of the procured goods according to SCM guidelines.

**ENQUIRIES**

Ms L Fourie Tel No: (043) 701 0376

**APPLICATIONS**

Eastern Cape (East London): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.

**FOR ATTENTION**

Ms T Solwandle Tel No: 043 604 5476

**POST 48/131**

**SENIOR ADMINISTRATION CLERK REF NO: 141218/30**

Branch: Chief Operations Office
SD: Sanitation

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

King Williams Town

**REQUIREMENTS**

A Senior certificate or equivalent. Knowledge of Clerical functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of basic financial operating systems such as PERSAL, BAS, SAP etc. Knowledge and understanding of the legislative framework governing the Public service. Knowledge of working procedures in terms of the working environment. Good interpersonal relations. Flexibility and Team work. Basic Knowledge of problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and Ethical conduct. Computer Literacy. Planning and organizing skills.

**DUTIES**

- Render general clerical support services. Render effective procurement of goods and services. Provide supply chain management support services within the component. Register invoices and submit to Finance. Provide personnel administration and clerical support services within the component. Consolidate weekly itinerary for approval of the component. The candidate should also assist with the compilation of demand plan and commodity analysis to ensure that required resources fulfill identified needs.

**ENQUIRIES**

Mr RZL Mditshane Tel No: 043 604 5536

**APPLICATIONS**

Eastern Cape (King Williams Town): Please forward your applications quoting the relevant reference number to Private Bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town 5600.

**FOR ATTENTION**

Ms T Solwandle Tel No: 043 604 5476

**POST 48/132**

**ACCOUNTING CLERK: PRODUCTION REF NO: 141218/31**

Branch: Chief Operations Office
SD: Management Accounting (Main Account)

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Kimberley

**REQUIREMENTS**

A Senior certificate with Accounting as a subject. Basic knowledge of Financial functions. Computer literacy. Basic knowledge and insight of the Public Service financial legislators, procedures and Treasury regulations (PFMA, DoRA, PSA, PISR, PPPFA, Financial Manual). Knowledge of financial operating systems such as PERSAL, BAS, SAP etc. Knowledge management, Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct. Must be able to work under pressure.
DUTIES: Responsible for checking and capturing transactions on PERSAL and SAP e.g. Subsistence and Travel claims, overtime, deductions and payroll. Manage Payroll administration and all financial transactions. Distribute pay slips including supplementary pay slips to officials. File all financial documents and claims. Verify and capture Sundry Payments and journals on BAS. Monitor outstanding S&T advances and update register. Responsible for the telephone accounts and deductions. Assist with accruals and compilation of accruals. Rectify misallocations.

ENQUIRIES: Ms C Du Preez Tel No: (053) 8308 800
APPLICATIONS: Northern Cape (Kimberley) Please forward your application, quoting the post reference number, to: The Chief Director, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to Department of Water Affairs, 28 Central Road, Beaconsfield, Kimberley, 8301
FOR ATTENTION: Mrs C. Du Plessis

POST 48/133: SENIOR ADMINISTRATION CLERK REF NO: 141218/32
Branch: Chief Operations Office
SD: Water Sector Planning & Support

SALARY: R163 563 per annum (Level 05)
CENTRE: Kimberley

REQUIREMENTS: A Senior certificate or equivalent. Knowledge of administration procedure/s. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point).

DUTIES: Receive and distribute water and sanitation related queries from clients in the Walk in Centre. Keep record and follow up on queries until resolved. Create an orderly working environment. Distribute, collect and store documents. Register and capturing of information. Capturing of water and sanitation infrastructure data. Execute relevant tasks upon instruction of the supervisor. Ensure administrative support to the component. Record minutes of meetings when required. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work. Form part of any departmental community awareness events if require.

ENQUIRIES: Mr B Viljoen Tel No: (053) 830 8800
APPLICATIONS: Northern Cape (Kimberley) Please forward your application, quoting the post reference number, to: The Chief Director, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to Department of Water Affairs, 28 Central Road, Beaconsfield, Kimberley, 8301
FOR ATTENTION: Mrs C. Du Plessis
ANNEXURE Q

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
FOR ATTENTION: Mr K Futhane
CLOSING DATE: 14 December 2018 @16h30
NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. In addition, your qualifications(s) will be submitted to SAQA for verification. Failure to submit the requested documents will result in your application not being considered.

MANAGEMENT ECHelon

POST 48/134: DIRECTOR: HUMAN RESOURCE OPERATIONS
Chief Directorate: Human Resource Management and Development

SALARY: R1 005 063 per annum (Level 13) (All-inclusive package)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification (NQF level 7), preferable in Human Resource or related fields. An Honours or a Master’s degree will be highly advantageous. Minimum of 5 years’ experience at a Middle/Senior Managerial level. Core competencies: thorough knowledge of the Public Service policies and procedures. Legislations and Regulations. Good understanding of HR regulatory framework and its alignment to the Public Service. Knowledge of Determinations and Directives issued by the MPSA relating to Conditions of Service and Circulars issued by the MPSA/DPSA. Proven ability to successfully handle complex tasks from inception to completion. Technically competent and knowledgeable in HR best achievable practice, strategy design and execution, and business partnering. Experience in policy formulation, implementation, monitoring and evaluation within government. Advance knowledge and understanding of PERSAL. Must have good interpersonal skill; have excellent computer skills; have effective oral and written communication skills; have excellent organizational and planning skills flexible with ability to work on multiple projects simultaneously; have sense of urgency and ability to identify and resolve problems in a timely manner; be able to work independently and under pressure; have project management knowledge and experience; and integrity and trust. Knowledge management; problem solving and analysis; program and project management; strategic capability and leadership; financial management; people management and empowerment and change management.

DUTIES: The successful candidate will be responsible for the management of the performance of the following sub-directorates: Conditions of Service, Talent
Acquisition and Labour Relations in relation to the performance standards set out for output and projects. Develop, maintaining executive HR strategies, policies and standard operational procedures that will support the strategic objectives of The Presidency. Responsible for the enhancement of co-ordinated information and establishment management and coordinate the HR oversight for the Department. Support and advise all stakeholders on HR best practices proactively. Manage and grow stakeholder relationships between internal and external stakeholders in relation to Conditions of Services, Talent Acquisition and Labour Relations matters. Enhance and develop inherent capacities of people through the provision of learning and continuous development opportunities. Manage and grow stakeholder relationships to promote an environment conductive to enhancing a high performance culture.

ENQUIRIES

: Mr Thabiso Moloi Tel No: (012) 300 5866
ANNEXURE R

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM

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

APPLICATIONS: Should be directed to: The Head of Department: DEDEAT; Private Bag X0054, Bhisho, 5605 Hand Delivery: The Department of Economic Development and Environmental Affairs; Office/ Room No. 161, Beacon Hill Building, Cnr of Hargreaves St & Hockley Close, King Williams Town

FOR ATTENTION: Mr T. Gantsho

CLOSING DATE: 14 December 2018

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

MANAGEMENT ECHELON

(Re –Advertisement. Those that applied previously need not re-apply)

SALARY: R1 005 063 – R1 183 932 (Level 13)
CENTRE: King Williams Town
REQUIREMENTS: An undergraduate qualification (NQF 7) majoring in Internal Auditing/ Commerce / Auditing as recognized by SAQA. In addition, five years’ internal audit experience at Middle / Senior Management level. The following will be an added advantage: Recognized Quality Assurance Reviewer (QAR), Professional Internal Auditor (PIA), Chief Internal Auditor (CIA), Chartered Accountant SA (CA(SA)), Registered Government Auditor (RGA), The following skills, knowledge and attributes are required: Demonstrate knowledge, understanding and application of current Internal Audit standards, PFMA and Treasury Regulations, Advanced computer literacy in MS Office Packages, Financial Management, Programme & Project Management, Strategic capability & Leadership, Knowledge Management, Problem Solving, People Management, Risk Management and Communication skills. Valid driver’s license required. Professional registration: Member of the Institute of Internal Auditors of SA or South African Institute for Charted Accountants (SAICA) in good standing.

DUTIES: Preparing strategic and operational plans for the unit. Preparing risk based internal audit plans. Execution of internal audit plans according to the International Professional Practice Framework. Ensure that Internal resources are appropriate, sufficient, and effectively deployed to achieve the approved plan. Management performance of Subordinates. Reporting to Audit Committee meetings. Working effectively with external auditors and other assurance providers to ensure sufficient and efficient risk and audit Coverage. Develop & maintain a Quality Assurance &
Improvement Programme. Facilitating training and development of Internal audit staff, Monitor implementation of Internal Audit recommendation by the department.

ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091

(Re –Advertisement. Those that applied previously need not re-apply)

SALARY: R1 005 063 – R1 183 932 (Level 13)
CENTRE: King Williams Town
REQUIREMENTS: A undergraduate qualification (NQF7) or equivalent qualification in Economics and/or Business Management as recognized by SAQA. A Master’s degree in the same will be an added advantage. In addition, minimum of five (5) years’ experience in trade promotion and/or investment promotion at middle/senior management level. Deep knowledge and understanding of the Eastern Cape Economy. The following skills and attributes are required: Advanced computer literacy, Financial Management, quantitative capability, Project Management, Strategic capability & Problem Solving, People Management and Communication skills. Valid driver’s license required.

DUTIES: Manage and coordinate policy and strategy development and implementation thereof. Manage the development of trade and investment promotion instruments. Manage processes to monitor, evaluate and report on the sustainable impact of trade and investment promotion policies, strategies, programmes and instruments. Manage the provisions of technical advisory and support services to the DEDEAT Group. Establish partnerships to support trade and investment promotion programmes, projects and departmental policy directives. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091

POST 48/137: DIRECTOR: PUBLIC ENTITY FINANCE OVERSIGHT REF NO: DEDEA/2018/11/03
(Re –Advertisement. Those that applied previously need not re-apply)

SALARY: R1 005 063 – R1 183 932 (Level 13)
CENTRE: King Williams Town
REQUIREMENTS: An undergraduate qualification (NQF 7) or equivalent qualification majoring in Economics / Business Management/ Financial Management as recognized by SAQA. In addition, five years’ relevant experience at middle / senior management level. Post graduate qualification in a related field and/or registration as a Chartered Accountant (SA) will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, and Communication skills. Valid driver’s license required.

DUTIES: Provide specialized technical services enabling the executive management structures of the department to oversee and manage the equity interest portfolio and the contingent liability exposure of the department’s Public Entities. Develop and maintain sustainable financial models for the department's Public Entities. Develop and maintain a Capital Structure Framework for the Department’s Public Entities. Provide specialized technical support to the department’s executive management structures to enhance public entity shareholder value. Develop, coordinate and facilitate implementation of a revenue enhancement strategy for public entities. Coordinate and monitor implementation of sustainable incentive programmes and/or packages for identified Special Economic Zones. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091
### OTHER POSTS

#### POST 48/138: SCIENTIFIC MANAGER REF NO: DEDEA/2018/11/06

**SALARY**: R854 154 – R976 635 (Grade A)  
**CENTRE**: King Williams Town  
**REQUIREMENTS**: A MSc degree (NQF level 9) or equivalent qualification majoring in Natural Sciences as recognized by SAQA. In addition, 3–5 years’ experience in the related field of which 3 years must have been at Assistant Director level. The following skills, knowledge and attributes are required: Creative thinking, Decision Making, Organizational Communication Effectiveness, Problem Analysis, Technical Proficiency, computer literacy. Valid driver’s license required. Professional Registration: SACNASP as a professional Natural Scientist.  
**DUTIES**: Ensure the development and implementation of environmental management research policies, systems and procedures. Provide Strategic Leadership and direction within the programme to direct scientific research initiatives. Lead, coordinate, and develop scientific environmental management models and regulatory frameworks. Manage the allocated resources of the research component.  
**ENQUIRIES**: can be directed to Mr T. Gantsho at 043 605 7091

#### POST 48/139: DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT REF NO: DEDEA/2018/11/04

(Re –Advertisement. Those that applied previously need not re-apply)  
**SALARY**: R697 011 – R821 052 (Level 11)  
**CENTRE**: King Williams Town  
**REQUIREMENTS**: An undergraduate qualification (NQF Level 7) in Public Administration/Financial Management/Project Management or related field as recognized by SAQA. In addition, 6 years’ relevant experience of which 3 years must have been at Assistant Director in Project Management Environment at a Practitioner level. The following skills, knowledge and attributes are required: Applied Strategic Thinking, Advanced Computer literacy, Budgeting and Financial Management, Impact and Influence, Planning and Organizing, Problem Solving, Decision Making, People Management, Programme & Project Management. Valid driver’s license required. Professional Registration: Registered Project Management at a practitioner level, in good standing.  
**DUTIES**: Manage and provide for the development, maintenance and implementation of the DEDEAT Group Project Management Framework. Develop and maintain a Dashboard of Projects. Institute a platform for effective planning, implementation, management, monitoring and reporting of Departmental projects. Monitor, evaluate and report on the performance of Projects; Develop and maintain a central repository the Department's Project Products in conjunction with the Knowledge Management Unit. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.  
**ENQUIRIES**: can be directed to Mr T. Gantsho at 043 605 7091

#### POST 48/140: PERSAL SYSTEM CONTROLLER REF NO: DEDEA/2018/11/05

**SALARY**: R697 011 – R821 052 (Level 11)  
**CENTRE**: King Williams Town  
**REQUIREMENTS**: An undergraduate (NQF level 7) qualification in Human Resources Management/Development /Organizational Development/any related field as recognized by SAQA. In addition, a minimum of 6 years’ relevant experience of which 3 years must have been at Assistant Director level in Persal Management and/control. The following Skills, knowledge & attributes are required: Advanced Computer Literacy, Statistical Analysis, Communication, People Orientation, and Conflict Management skills. Valid driver’s license required.
DUTIES: Maintain the departmental Persal System. Monitor and evaluate the status of the departmental PERSAL System and content on a continuous basis to verify and ensure compliance with systems standards. Provide User Support services. Manage and perform administrative and related functions.

ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091


SALARY: R697 011 – R821 052 (Level 11)
CENTRE: King Williams Town
REQUIREMENTS: A bachelor’s degree (NQF level 7) in Project Management or related qualification majoring in Project Management as recognized by SAQA. In addition, 3-5 years’ experience in the related field of which 3 years must have been at Assistant Director level. The following skills, knowledge and attributes are required: Strategic thinking, Problem Solving & Decision Making, Project Management, Budgeting & Financial Management, Communication & Information Management, Planning, Organizing, Team Leadership, Computer literacy. Valid driver’s license required.


ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091

POST 48/142: PROFESSIONAL SCIENTIST: TERRESTRIAL ECOLOGY (GRADE A) REF NO: DEDEA/2018/11/21 (Re –Advertisement. Those that applied previously need not re-apply)

SALARY: R585 366 – R630 597. Appropriated salary will be determined according to the regulatory Framework (based on OSD)
CENTRE: King Williams Town
REQUIREMENTS: A BSc Honours degree (NQF level 8) or equivalent qualification majoring in Natural Sciences as recognized by SAQA. In addition, 3-5 years’ relevant experience. The following skills, knowledge and attributes are required: Creative thinking, Decision Making, Organizational Communication Effectiveness, Problem Analysis, Technical Proficiency, computer literacy. Valid driver’s license required. Professional Registration: SACNASP as a professional Natural Scientist.

DUTIES: Develop and implement terrestrial ecology methodologies, policies, systems and procedures to strategically support programme. Perform terrestrial ecology scientific analysis and regulatory functions. Conduct and initiate terrestrial ecology research and development projects. Supervise technical support staff and facilitate human capital development initiatives.

ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091

POST 48/143: PROFESSIONAL SCIENTIST: AIR QUALITY (GRADE A) REF NO: DEDEA/2018/11/22 (Re –Advertisement. Those that applied previously need not re-apply)

SALARY: R585 366 – R630 597. Appropriated salary will be determined according to the regulatory Framework (based on OSD)
CENTRE: King Williams Town
REQUIREMENTS: A BSc Honours degree (NQF level 8) or equivalent qualification majoring in Meteorological and Air Quality Sciences as recognized by SAQA. In addition, 3-5 years’ relevant experience. The following skills, knowledge and attributes are required: Creative thinking, Scientific Research capability, Decision Making, Organizational, Effective Communication, Problem Analysis, Technical Proficiency, computer literacy. Valid driver’s license required. Professional Registration: SACNASP as a professional Natural Scientist.
DUTIES: Model and implement Air Quality management framework, policies, systems and procedures to strategically support environmental programme. Perform Air Quality emissions data analysis and regulatory functions. Conduct and initiate Air Quality research and development projects. Supervise technical support staff and facilitate human capital development initiatives.

ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091

POST 48/144: PROFESSIONAL SCIENTIST: WASTE MANAGEMENT (GRADE A) REF NO: DEDEA/2018/07/23

SALARY: R585 366 – R630 597. Appropriated salary will be determined according to the regulatory Framework (based on OSD)

CENTRE: King Williams Town

REQUIREMENTS: BSc Honours degree (NQF level 8) or equivalent qualification majoring in Natural Sciences as recognized by SAQA. The following skills, knowledge and attributes are required: Creative thinking, Decision Making, Organizational Communication Effectiveness, Problem Analysis, Technical Proficiency, computer literacy. Valid driver’s license required. Professional Registration: SACNASP as a professional Natural Scientist.

DUTIES: Develop and implement waste management methodologies, policies, systems and procedures to strategically support programme. Perform waste management scientific analysis and regulatory functions. Conduct and initiate waste management research and development projects. Supervise technical support staff and facilitate human capital development initiatives.

ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091


SALARY: R468 513 – R535 686 per annum

CENTRE: CACADU

REQUIREMENTS: 4 years degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification.

DUTIES: Manage the development of Compliance Monitoring and Enforcement policies, legislation, protocols, regulations, strategies and guidelines. Plan, coordinate and render Compliance Monitoring. Manage Compliance Enforcement operations. Manager compliance promotion / awareness. Perform and manage administrative and related functions.

ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091


SALARY: R468 513 – R535 686 per annum

CENTRE: OR Tambo

REQUIREMENTS: 4 years degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification. Post Graduate qualification will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. The following skills, knowledge & attributes are required: Project management, financial management, Communications skills and Facilitation skills, Environmental impact assessment management, People Management, understanding and knowledge of relevant environmental prescripts. A valid driver’s license is required.

DUTIES: Co-ordinating biodiversity and impact management in the region. Co-ordinating special programmes for the entire region. Provide line function support to the offices of the Directors (Biodiversity conservation and Integrated Environmental Management) and Chief Director. Scientific input, management of regional environmental impact assessments and environmental information systems. Coordination of district environmental inputs in land development processes. Attend departmental and interdepartmental meetings. Assist the Regional Director in the coordination, consolidation and preparation of the district budget.
ENQUIRIES : can be directed to Mr T. Gantsho at 043 605 7091

POST 48/147 : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DEDEA/2018/11/08

SALARY : R356 289 - R419 679 per annum (Level 09)
CENTRE : King Williams Town
REQUIREMENTS : A National Diploma (NQF level 6)/ Bachelor’s degree (NQF level 7) qualification in Internal Auditing as recognized by SAQA. In addition, a minimum of 5 years Internal Auditing experience of which 3 years must be at a Supervisory level in Internal Audit. Relevant Post graduate qualification will be added advantage. Possession of either one or more of the following Professional certificates: Internal Audit Technicians (IAT), Certified Internal Auditor (CIA), Certified Government Auditing Profession (CGAP) and Certification in Control Self-Assessment (CCSA) will also be an added advantage. The following skills/competencies are required: Computer Literacy, Knowledge of Teammate System, Knowledge of International Standards for the Professional Practice on Internal Auditing, Enterprise Risk Management Framework, King III Reporting, Public Finance Management Framework Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A valid driver’s license is required.

DUTIES : Assist in developing and implementing Internal Audit strategic and Operational Plans, Quality Assurance Improvement Program (QAIP), Execute and assist to manage 100% of the Internal Audit Approved Plan, Supervise the audit teams throughout the Audit engagements. Conduct Audits in compliance with the International Standards for Professional Practice of Internal Auditing, Perform Follow up Audits to determine whether all agreed action plans have been implemented, Conduct ad hoc audits as requested, assist in Managing Audit Committee Logistics, assist in managing Internal Audit Administration, assist in developing and implementing Internal Audit plans

ENQUIRIES : can be directed to Mr T. Gantsho at 043 605 7091


SALARY : R356 289 - R419 679 per annum (Level 09)
CENTRE : King Williams Town
REQUIREMENTS : A National Diploma (NQF Level 6) / Bachelor’s Degree (NQF level 7) qualification in Information Technology / Computer Science or equivalent qualification as recognised by SAQA. In addition, 5 years’ experience in an IT Environment of which 3 years must have been at Supervisory level in IT. Relevant technical certifications will be an added advantage (e.g. SCCM, SCOM, MCSE, N+, Security+, A+). The following Skills, knowledge and attributes are required: Leadership capability; Communication skills (verbal & written), Advanced Computer literacy; Programme & Project Management; Change and Risk Management; Presentation and facilitation skills. A valid driver’s license is required.

DUTIES : The successful candidate will be responsible for administering and configuration of Windows Server 2008, 2012, 2016 servers and ensure maximum performance. Administer and configure Exchange 2016, SCCM, SCOM, VEEAM, VMWare systems. Perform backups and restores, Administer WAN/LAN connections, fix errors and escalate when necessary. Responsible for implement of the necessary IT infrastructure monitoring systems and tools (e.g. SCCM, SCOM, MCSE, N+, Security+, A+). The following Skills, knowledge and attributes are required: Leadership capability; Communication skills (verbal & written), Advanced Computer literacy; Programme & Project Management; Change and Risk Management; Presentation and facilitation skills. A valid driver’s license is required.

DUTIES : The successful candidate will be responsible for administering and configuration of Windows Server 2008, 2012, 2016 servers and ensure maximum performance. Administer and configure Exchange 2016, SCCM, SCOM, VEEAM, VMWare systems. Perform backups and restores, Administer WAN/LAN connections, fix errors and escalate when necessary. Responsible for implement of the necessary IT infrastructure monitoring systems and tools (e.g. networks, systems (servers), storage, back-ups). Oversee and manage the DEDEAT ICT central support services i.e. Head Office and Regions (Data Centre, WAN, LAN, Software Platforms and Licenses, IT Security) component in line with related policies, standards and procedures. Assist with implementation and testing of network security measures and Disaster Recovery Plan. Help with development and implementation of network policies and procedures and other IT infrastructure related projects. Compile and maintain network configuration and Disaster Recovery documentation. Administer the implementation and maintenance of up to date anti-virus software. Research new computer and network technology. Ensure maximum up time of network equipment through accurate and early
response. Responsible for the managing and maintenance of the central helpdesk. Implement projects and initiatives in support of ICT disaster and service continuity including maintenance thereof. Contribute to the implementation of the overall departmental ICT strategy.

ENQUIRIES
: can be directed to Mr T. Gantsho at 043 605 7091

POST 48/149
: ASSISTANT MANAGER: EMPLOYEE WELLNESS REF NO: DEDEA/2018/11/10

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

CENTRE
: King Williams Town

REQUIREMENTS
: An undergraduate degree (NQF Level 7) qualification in Social Work/Social Science/ Psychology or related field as recognized by SAQA. In addition, 3-5 years’ experience in Employee Health & Wellness. Supervisory experience will be an added advantage. The following skills, knowledge and attributes are required: Sound understanding of Legislative Requirements governing Health and Wellness in the workplace, IOD Process, Basic procurement process, PERSAL, Batho Pele principles. Public Service Employee Health & Wellness regulatory framework. National & Provincial Employee Wellness Model, Planning, Organizing, Computer Literacy, Report writing, Communication & Information Management, Conflict Management and Problem Solving, Programme & Project Management, and People Management. Valid driver’s license required. Professional Registration: EAPA SA / HPCSA / SACSSP

DUTIES
: Provide technical and administrative support for the provisioning of Employee Health Wellness management programmes in the Department. Ensure that technical and administrative support with the implementation of HIV, AIDS, TB and other priority management programmes is provided. Provide technical and administrative support with the implementation of occupational health and safety management programmes. Provide technical and administrative support on productivity management programmes. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES
: can be directed to Mr T. Gantsho at 043 605 7091

POST 48/150
: ASSISTANT MANAGER: ADMINISTRATION REF NO: DEDEA/2018/11/11

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

CENTRE
: Amathole & Joe Gqabi

REQUIREMENTS
: National Diploma (NQF level 6) / Bachelor’s Degree (NQF level 7) qualification in HRM/Public Administration or equivalent qualification as recognized by SAQA with 3-5 years’ relevant experience of which 3 years must be a Supervisory experience. The following skills, knowledge & attributes are required: Organizing, planning, Good verbal communication skills to ensure effective liaison with stakeholders, Presentation skills, Analytical and problem-solving skills, Innovative thinking, Good writing and reporting skills, Ability to conduct meetings, Computer literacy, Conflict management skills, Ability to interpret legislation. Valid driver’s license required.

DUTIES
: Provide inputs and implement policies and guidelines in relation to support services which would include: Identification of policy gaps, collate inputs from stakeholders for purpose of policy development/review, Analyse and consolidate received policy inputs, facilitate maintenance and update support services policies to be in line with new developments. Ensure coordination and management of Human resource functions which would include the: Management of service conditions functions, Coordination, monitoring and management of PMDS processes, facilitate and coordinate labour relations issues, Facilitate provisioning and utilisation of staff in the region, responsible for management of personnel records. Responsible for sound financial administration in the region which will include the: Coordination & consolidation of budget inputs from programmes and monitoring its performance thereof, Management, coordination and monitor of expenditure and advise on discrepancies, Coordinate, monitor and manage maintenance of collected Revenue records, Development and maintenance of financial records. Responsible for effective and efficient implementation,
monitoring and control of administration management services (supply chain and auxiliary support) which would include the: ensure effective and efficient provisioning of goods and services, responsible for proper management of assets in the region, ensure management and auditing of stores on a regular basis, responsible for fleet management in the region, management, coordination and monitoring of auxiliary services functions. Facilitate implementation of capacity building programmes which would include the identification of performance gap and intervention required, coordinate training needs from various programmes, coordinate inputs for skills audit, facilitate training programmes. Perform and manage administrative functions such as compile and submit monthly and quarterly reports (functional and support related e.g. work plans for PMDS); Provide inputs to the Operational Plan for the Unit; manage and control personnel and assets; determine specifications for procurement of goods and services; develop, implement and maintain relevant databases; comply with the Public Service prescripts.

ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091

POST 48/151: ASSISTANT MANAGER: HUMAN RESOURCE PRACTICES REF NO: DEDEA/2018/11/12

SALARY: R356 289 - R419 679 per annum (Level 09)
CENTRE: King Williams Town
REQUIREMENTS: National Diploma (NQF level 6) / Bachelor’s Degree (NQF level 7) qualification in HRM/Public Administration or equivalent qualification as recognized by SAQA. In addition, 3-5 years’ experience of which 3 years must be in the HR policy & planning environment. Post Graduate qualification will be an added advantage. Extensive knowledge and understanding of applicable Government policies and regulations pertaining to HR Planning. The following skills, knowledge & attributes are required: Report writing, Presentation, Communication at all levels, Programme & Project Management, Policy formulation, Change and diversity management, the ability to conduct research and write proposals, the ability to work under pressure, good administrative and organizational skills, Computer Literacy. A valid driver’s license is required.

DUTIES: Analyze national policy imperatives and facilitate implementation thereof through the development, consultation and adoption of departmental policy instruments (policy, delegations, procedure maps and plans). Develop and maintain the departmental Human Resource Plan and Employment Equity Plan. Monitoring, Evaluation and Reporting on the impact of the Human Resource Plan, Policies and Programmes. Ensure the establishment and facilitation of relevant governance structures. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091


SALARY: R356 289 - R419 679 per annum (Level 09)
CENTRE: Amathole
REQUIREMENTS: A National Diploma (NQF level 6) / Degree (NQF level 7) qualification in Law. In addition, 2 - 3 years’ relevant experience of which 1 year must be a supervisory experience. Legal background and experience in Consumer Protection will serve as an advantage. Broad understanding of all consumer protection legislation. Strong technical skills and people management skills. Computer literacy. Must be in possession of a valid driver’s license.

DUTIES: Manage and direct the development and the implementation of a targeted district consumer awareness strategy. To promote and protect rights and responsibilities and to enhance informed consumer choice and public understanding of the competitive process and to accomplish these decisions without unduly burdening legitimate business activity. Provide information on policy formulation for consumer education and information function. To encourage business compliance with
legislation regulation and service delivery which includes comparative tests and surveys of consumer goods and service research into and advice on financial, food, health, safety, welfare and environmental matters, representation parliamentary committees and public enquiries an interest in consumer education and complaints advisory work. Manage and direct the provisioning of technical assistance to consumer to resolve complaints. Manage and direct the development and maintenance of an effective and efficient administration system for the area of operation to manage consumer protection initiatives and complaints. To ensure protection of consumers against unfair business practice. Liaise with Regulatory bodies on consumer related issues. Perform any other duties relating to administration and management as may be delegated from time to time.

ENQUIRIES can be directed to Mr T. Gantsho at 043 605 7091

POST 48/153

ASSISTANT MANAGER: HUMAN RESOURCE DEVELOPMENT REF NO: DEDEA/2018/11/14

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

CENTRE: Head Office

REQUIREMENTS: A National Diploma (NQF level 6) /Degree (NQF level 7) qualification in HRM/Public Administration or equivalent qualification with 3-5 years’ experience of which 3 years must be at Supervisory level and in the HRD environment. Knowledge of Government policies and regulations pertaining to training development. Extensive knowledge and understanding of applicable legislation and policies in HRM/Development. Report writing and presentation skills. Effective communication at all levels. Project Management skills. Policy formulation, change and diversity management skills. The ability to conduct research and write proposals. The ability to work under pressure. Good administrative and organizational skills. Computer Literacy. A valid driver’s license required.

DUTIES: Coordinate and implement Humana Resource Development. Initiate in line with strategic objective of the Department. Coordinate and monitor training and Development programmes. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses process and procedures. Administer the WSP / ATR process, identify and implement career development and succession planning. Communicate information on skills development to stakeholders. Organize, guide and convene Training Committee Meetings. Assist with the preparation and monitoring of the training budget. Supervise the training unit.

ENQUIRIES: can be directed to Mr T. Gantsho at 043 605 7091

POST 48/154

ASSISTANT MANAGER: SPECIAL PROGRAMMES UNIT REF NO: DEDEA/2018/11/15

SALARY: R356 289 – R419 679 (Level 09)

CENTRE: Amathole

REQUIREMENTS: A National Diploma (NQF level 6) /Degree (NQF level 7) qualification in Social Science/Public Administration/Public Management. with 3-5 years’ experience of which 3 years must be at Supervisory level in the special programmes environment. The following skills, knowledge and attributes are required: A thorough understanding of Special programmes and gender mainstreaming of designated groups, Good communications skills (verbal and written), Ability to work under pressure, Good report writing and presentation skills, Computer literacy. Valid drivers’ licence required.

DUTIES: Develop departmental special programmes strategy. Gender mainstreaming of designated groups in the Province. Compile a comprehensive database on opportunities created for the designated groups. Develop national and provincial strategies, programmes and projects regarding these groups. Evaluate to determine best practice. Interact and liaise with stakeholders at all levels. Compile Special Programmes Compliance reports, Gender Equity reports, policies and strategies and workshop to attain stakeholder participation. Facilitate integration to policies, compliance reports, strategies and service implementation programmes. Evaluate departmental housing and associated programmes.
Facilitate the introduction of special programmes in the departmental programmes and strategies. Monitor and evaluate the success of these ventures.

ENQUIRIES

POST 48/155

Salary:

R299 709 – R353 043 (Level 08)

Centre:

King Williams Town

Requirements:

A National Diploma (NQF level 6)/ Degree (NQF level 7) qualification in Internal Auditing as recognized by SAQA. In addition, 2 -3 years working experience in relevant field. Relevant professional registration will be an added advantage. The following skills, knowledge and attributes are required: Extensive knowledge of relevant legislations such as Public Finance Management Act 1999 as amended (PFMA), Public Service Act 1994 and Professional Practices such as the Standards for the Professional Practices of Internal Auditing (SPPIA) issued by the Institute of Internal Auditors (IIA), Good communication skills. Computer Literacy. Skills, Knowledge of PFMA and accompanying Treasury Regulations, Research, report writing, negotiation, interpersonal relations, communication, facilitations, analyzing, conflict management, presentation, working in a team. Valid driver’s license required.

Duties:

Contribute to the development of strategic audit plans. Participate in the identification of the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Assist the Accounting Officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department’s controls/objectives, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Participate in the development of proposals to determine the scope of allocated internal audit engagements. Collect information and participate in the compilation of reports to the Accounting Officer and Audit Committee. Progress report against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the Internal Audit Environment.

ENQUIRIES

POST 48/156

Salary:

Grade A: R256 815 – R285 021
Grade B: R301 104 – R334 179
Grade C: R353 082 – R448 035
Appropriated salary will be determined according to the regulatory Framework (based on OSD)

Centre:

Cacadu; OR Tambo & Chris Hani

Requirements:

National Diploma (NQF level 6) / Bachelor’s Degree (NQF level 7) qualification in the Environmental conservation science or equivalent as recognised by SAQA. In addition, 3-5 years’ relevant experience. Post Graduate qualification will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community Based Natural Resource and Biological Diversity Management The following skills, knowledge & attributes are required: Project management, Financial management, Communications skills and Facilitation skills, Environmental impact assessment management, People Management, Computer literacy and skills, good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver’s licence required.

Duties:

Implementation of environmental policies, strategies, action plans and legislation for Biodiversity Conservation, Protected Area and Ecosystem management; Advise and guide the public members and private sector on the implementation of appropriate conservation techniques; Prepare inspection reports and draft permits for fauna and flora. Liaison with Head Office on wild life management; Undertake compliance monitoring exercises in respect of wild life permits activities and any other biodiversity conservation matters; Liaison with National, Provincial and local government on issues relating to biodiversity conservation and protected area
management. Liaison with the Eastern Cape Parks Board; Attend to aquatic and wetlands management aspects. Perform any other duties relating administration and management as may be delegated by supervisor from time to time.

ENQUIRIES

: can be directed to Mr T. Gantsho at 043 605 7091

POST 48/157

: **ENVIRONMENTAL OFFICER: EIM REF NO: DEDEA/2018/11/19**

SALARY

: Grade A: R256 815 – R285 021
Grade B: R301 104 – R334 179
Grade C: R353 082 – R448 035
Appropriated salary will be determined according to the regulatory Framework (based on OSD)

CENTRE

: Joe Gqabi

REQUIREMENTS

: A National Diploma (NQF level 6)/Degree (NQF level 7) qualification in Nature/Environmental Science field or equivalent field as recognized by SAQA. In addition, 3-5 years’ relevant experience. Post Graduate qualification will be an added advantage. An experience in Environmental Impact Assessment and Waste Management. The following skills, knowledge & attributes are required: Project management, Financial management, Communications skills and Facilitation skills, Environmental impact assessment management, People Management, Computer literacy and skills, good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act). A valid Driver’s license is required.

DUTIES

: Implementation of Environmental Management tools such as Environmental Impact Assessment and management systems to ensure compliance with Provincial and National Environmental Legislation and Policies. Perform inspection and compile inspection reports and Record of Decision in accordance with the National Environmental law and National Environmental Management Act. Implement National Waste Management Strategies, Waste Management Act and Air Quality Management Act; EIA Regulations. Conduct Compliance monitoring on waste management as well as air quality services. Liaison with National, Provincial and Local Government in terms of Environmental policies procedures and legislation.

ENQUIRIES

: can be directed to Mr T. Gantsho at 043 605 7091

POST 48/158


SALARY

: Grade A: R256 815 – R285 021
Grade B: R301 104 – R334 179
Grade C: R353 082 – R448 035
Appropriated salary will be determined according to the regulatory Framework (based on OSD)

CENTRE

: Alfred Nzo

REQUIREMENTS

: A National Diploma (NQF level 6)/Degree (NQF level 7) in Nature/Environmental Management/Natural Science/Coastal Planning/ equivalent field as recognized by SAQA. In addition, 3-5 years’ relevant experience. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Integrated Coastal Planning & Management, Computer literacy, Knowledge of Environmental Management legislation (National Environmental Management Act 107 1998 and Specific Environmental Management Acts). A valid Driver’s license is required.

DUTIES

: Implementation of Policies and legislation on integrated coastal management. Promote integrated coastal management. Advice to members of the public on issues relation coastal management. Review of reports on matters relating to coastal development applications. Compile reports relating to coastal development and make necessary recommendations. Undertake compliance monitoring exercises, process permit applications in respect of applicable regulations. Convene Regional coastal working group and liaison with other spheres of government on coastal management. Attend to matters relating to marine and
coastal resources use management. Perform any other duties relating to administration and management as may be delegated from time to time.

**ENQUIRIES:**
can be directed to Mr T. Gantsho at 043 605 7091

**POST 48/159:**
**LEGAL ADMINISTRATION OFFICER REF NO: DEDEA/2018/07/24**

**SALARY:**
Grade A: R256 815 – R285 021  
Grade B: R301 104 – R334 179  
Grade C: R353 082 – R448 035  
Appropriated salary will be determined according to the regulatory Framework (based on OSD)

**CENTRE:**
King Williams Town

**REQUIREMENTS:**
A LLB bachelor’s degree (NQF level 7) qualification majoring in Legal practice as recognized by SAQA. In addition, 2 - 3 years’ relevant experience of which 1 year must be a supervisory experience. Admission as an Attorney/Advocate will serve as an advantage. The following skills, knowledge and attributes are required: Strategic capability & leadership, Programme & Project Management, Financial Management, Problem Solving & Analysis, Client Orientation & Customer Focus, Communication, Computer literacy. Valid driver’s license required.

**DUTIES:**
Provide legal, and legal drafting and compliance advisory services. Co-ordinate the provisioning of litigation, appeal contract development and specialized environmental law advisory and support services. Manage the allocated resources of the Sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES:**
can be directed to Mr T. Gantsho at 043 605 7091

**POST 48/160:**
**NETWORK CONTROLLER – ITM & AUTOMATION REF NO: DEDEA/2018/11/26**

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

**CENTRE:**
Alfred Nzo Regional Office

**REQUIREMENTS:**

**DUTIES:**
To provide first and second line support for all staff in the Department. Be able to support staff over the phone, through e-mail, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. Implement network policies and procedures and other projects. Compile and maintain network configuration. Ensure update of anti-virus software. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents technical colleagues at all levels in the organization. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System. Ensure maximum up time of network equipment through accurate and early response with video conferencing, printers, copiers and scanners.

**ENQUIRIES:**
can be directed to Mr T. Gantsho at 043 605 7091

**APPLICATIONS:**
All applications for posts be forwarded to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global
Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605.

**CLOSING DATE**: 14 December 2018

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

**OTHER POSTS**

**POST 48/161**: DEPUTY DIRECTOR: HEALTH TECHNOLOGY REF NO: ECHEALTH/DD/HT/HO/01/11/2018

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

**CENTRE**: Head Office Bhisho

**REQUIREMENTS**: National Diploma in Nursing or related Medical field/ Electrical/ Mechanical or Clinical Engineering at NQF level 6 as recognized by South African Qualification Authority (SAQA). A minimum of Five (5) years’ experience in clinical engineering or relevant field of which Two (2) years must have been at Assistant Director Level. Knowledge of relevant legislation, policies and prescripts that govern the public service: Public Service Act, Public Service Regulations, Public Finance Management Act and Preferential Procurement Policy Framework Act. Good presentation skills. Excellent communication skills (both written and verbal). Advanced knowledge in Microsoft Office. Valid driver’s licence.

**DUTIES**: Manage the implementation of medical equipment maintenance policies and procedures. Present training to internal personnel and for suppliers of medical equipment to the Province. Determine the standards and norms for adverse event case management. Design the system for adverse event reporting and manage implementation. Design and update a quality improvement plan. Prepare risk assessment and risk mitigation strategies. Provide Strategic Guidance on Procurement of Medical Equipment to Chief Executive Officers of Health Facilities and Departmental Supply Chain Management Officials.

**ENQUIRIES**: Mr Tuswa Tel No: 040 608 1170

**POST 48/162**: DEPUTY DIRECTOR: HEALTH TECHNOLOGY –POLICIES & SYSTEMS REF NO: ECHEALTH/DD/HT-PS/HO/02/11/2018

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

**CENTRE**: Head Office Bhisho
**REQUIREMENTS**: National Diploma in Nursing or related Medical field/ Electrical/ Mechanical or Clinical Engineering at NQF level 6 as recognized by South African Qualification Authority (SAQA). A minimum five (5) years’ experience in clinical engineering and medical equipment policy, procedural and systems modalities of which Two (2) years must have been at Assistant Director Level. In-depth knowledge of the legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, Excellent communication skills. Planning and Organisational skills. Managing Interpersonal Conflict and Resolving Problems. Valid Driver’s License. Computer Literate.

**DUTIES**: To determine policies, systems and standards for health technology services. Develop policies and Standard Operating Procedures for the maintenance of medical equipment. Manage the implementation of medical equipment maintenance policies and procedures. Present training to internal personnel and for suppliers of medical equipment to the Province. Determine the standards and norms for adverse event case management. Design the system for adverse event reporting and manage implementation. Design and update a quality improvement plan. Prepare risk assessment and risk mitigation strategies. Provide Strategic Guidance on Procurement of Medical Equipment to Chief Executive Officers of Health Facilities and Departmental Supply Chain Management Officials.

**ENQUIRIES**: Mr Tuswa Tel No: 040 608 1170

**POST 48/163**: MECHANICAL ENGINEER GRADE A-C REF NO: ECHEALTH/MENG/HO/02/11/2018

**REQUIREMENTS**: A Bachelor’s Degree in Mechanical Engineering or equivalent at NQF level 7 as recognized by South African Qualification Authority (SAQA). Registration with ECSA as a Professional Engineer. Three (3) years’ work experience post qualification as a Mechanical Engineer. Valid drivers’ License. Computer Literate.

**DUTIES**: To provide Mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile technical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.

**ENQUIRIES**: Mr Tuswa Tel No: 040 608 1170

**POST 48/164**: ELECTRICAL ENGINEER REF NO: ECHEALTH/EENG/HO/02/11/2018

**REQUIREMENTS**: A Bachelor’s Degree in Electrical Engineering at NQF level 7 as recognized by South African Qualification Authority (SAQA). Registration with ECSA as a Professional Engineer. A minimum of 3 years’ work experience as an Electrical Engineer. Valid drivers’ license. Computer literate.

**DUTIES**: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and

ENQUIRIES
Mr Tuswa Tel No: 040 608 1170

POST 48/165
ASSISTANT DIRECTOR: MAINTENANCE
REF NO: ECHEALTH/AD/MTN/HO/02/11/2018

SALARY
R356 289 – R430 389 per annum (Level 09)

CENTRE
Head Office Bhisho

REQUIREMENTS
National Diploma in Engineering at NQF level 6 or Bachelor’s Degree (NQF level 7) as recognized by South African Qualification Authority (SAQA). 3-5 years’ experience in relevant field. In-depth knowledge of applicable legislation and prescripts, Information and Financial management, policies and procedures, research, report writing. Interpersonal and Communication Skills. Valid Driver’s Licence. Computer Literate.

DUTIES
To perform and manage technical services and support in engineering research, design, manufacturing, operations and maintenance. Manage technical services, workshops, and technical office activities in conjunction with engineering manager. Design and manage maintenance strategy and system. (Only day to day, emergency and routine/ preventative maintenance.) Guide the development of maintenance plans by Maintenance Hubs. Oversee, plan and control the performance of day to day routine /preventative and emergency maintenance at health-care facilities. Manage people. Manage budgets.

ENQUIRIES
Mr Tuswa Tel No: 040 608 1170

POST 48/166
ASSISTANT DIRECTOR: PROPERTIES
REF NO: ECHEALTH/AD/P/HO/02/11/2018

SALARY
R356 289 – R430 389 per annum (Level 09)

CENTRE
Head Office Bhisho

REQUIREMENTS
National Diploma at NQF level 6 or Bachelor’s Degree (NQF level 7) in Engineering or equivalent qualification as recognized by South African Qualification Authority (SAQA). Minimum of three (3) years' experience in the management of acquisitions and disposals. Knowledge of relevant legislation, policies and prescripts that govern the public service: Public Service Act, Public Service Regulations. Analytical skills, excellent communication skills. Valid drivers’ license. Computer Literate.

DUTIES
To coordinate the property portfolio of all Health Facilities and accommodation requirements of the Department. Property acquisition and disposals. Interact and communicate with Users, Public works, Local Government, and other role-players regarding acquisitions and disposals. Coordinate the integrity of the data on the Immovable Asset Register. Coordinate the utilisation of properties.

ENQUIRIES
Mr Tuswa Tel No: 040 608 1170

DEPARTMENT OF HUMAN SETTLEMENTS

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

APPLICATIONS
Post to: The Director: Human Resources Management, Department of Human Settlements, Private Bag X13008, Cambridge, 5206. Hand Delivery: Human Resources Section, Room 1, Steve Tshwete Building, 31 – 33 Phillip Frame Road, Chiselhurst, 5206

FOR ATTENTION
Mr Z. Ntozini

CLOSING DATE
14 December 2018
NOTE: Department of Human Settlements is an equal opportunity and affirmative action employer. Applications must be sent in time to the correct address as indicated below to reach the address on or before the closing date to avoid your application not to be considered. Applications sent to a wrong address and or received after the closing date and those that do not comply with the requirements will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of submission of application. Applications must be submitted on a signed Z83 form obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV and should include three references (should be people who recently worked with the applicant) and certified copies of all required documentations (with an original certification stamp by a Commissioner of Oaths/South African Police Services not older than three (03) months. An identity document and qualifications including senior certificate, a valid driving licence must be attached if it is the requirement of the post, (expired drivers licence will be considered only if a temporal driving licence is attached). It is the applicant’s obligation to have foreign qualifications assessed for equivalence by SAQ A. Non South African citizens must attach proof of permanent residence in South Africa. Applications who do not comply with the above will be disqualified. No faxed and emailed applications will be considered. Shortlisted candidates shall be subject to competency assessment, screening and security vetting. It will be expected for the candidates to be available for selection interview on a date and time to be determined by the department. The Department of Human Settlements is under no obligation to fill a post after the advertisement thereof. It is our intention to promote representatively (race, gender and disability). Applications received after closing date will not be considered. Visit www.ecdhs.gov.za or www.dpsa.gov.za. NB: women, youth, and people with disabilities are encouraged to apply in order for the department to meet the equity targets.

OTHER POSTS

POST 48/167: DEPUTY DIRECTOR: EMERGENCY HOUSING HEAD OFFICE: REF NO: ECDHS 01/11/2018
Purpose: To facilitate emergency housing and EPHP

SALARY: R826 053 - R973 047 per annum (Level 12)
CENTRE: Head Office
REQUIREMENTS: Formal Qualifications: A three year degree/diploma in Emergency/ Disaster Management/Public Management/NQF6 relevant qualification in the built environment (Civil, Quantity Surveying/Architecture/Building) with five years working experience in emergency housing or a Senior Certificate coupled with ten (10) years working experience in emergency housing. 2 years working experience as an Assistant Director in emergency housing. Proven ability and exposure in working with project management tools. Knowledge of the National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of relevant legislation including the Human Settlements Code, Housing Act of 1997. Proven experience in Project Planning and Project Management. Expertise in executing disaster response and recovery in a quick and proper manner. Knowledge of principles and processes in providing customer services, assessing customer needs, meeting quality standards for services, and evaluating customer satisfaction. Expertise in managing multiple tasks simultaneously without compromising the quality of work. Knowledge of financial management principles and prescripts. Knowledge of Microsoft applications. Ability to work independently. Must possess a valid drivers licence. Skills and Competences: Knowledge and application of the following: Monitoring and evaluation systems, report writing, interpersonal relations, government policies, planning frameworks, conflict management, presentation skills, public service regulatory framework. Research, negotiation, communication, leadership, financial management.

DUTIES: Manage the execution of disaster response and recovery within a co-ordinated joint operating system. Manage professional advisory and support services
including development of tender documents. Assist service providers in developing project implementation plans with realistic cash flow forecast and ensure compliance thereof. Ensure project planning, design and implementation for both temporary and permanent solution. Prepare reports and participate in National and Provincial Disaster / Emergency Housing Forums. Manage the development and review of relevant policy frameworks. Co-ordinate and manage the development, implementation and review of Provincial Disaster Recovery Plan. Ensure functionality of existing programme related systems and development of new systems where necessary. Ensure effective management of the sub-directorate including compliance to the relevant regulations and prescripts.

ENQUIRIES: can be directed to Mrs W.L. Hartzenberg at 043 - 7119685

POST 48/168: DEPUTY DIRECTOR: RESEARCH REF NO: DHS 02/11/2018
Purpose: To administer Human Settlements research

SALARY: R826 053 - R973 047 per annum (Level 12)
CENTRE: Head Office
REQUIREMENTS:
Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification in Social Science/Public Administration/Development Studies with five years working experience in the research field or Senior Certificate coupled with ten years working experience in the research field. 2 years working experience as an Assistant Director in research. Knowledge of the Public Service Act, PFMA and National Housing Code. Good verbal and written communication skills. Knowledge of financial management principles and prescripts. Good knowledge of report writing, research, negotiation, networking, strategic planning and motivational skills. Knowledge of Microsoft applications. Ability to work independently. Must possess a valid driver’s licence. Skills and Competencies: Report writing, research, negotiation, presentation, and analytical, strategic planning and motivation skills. Interpersonal relations, loyalty fairness, integrity, responsive and courteous

DUTIES: Coordinate and manage the design and roll-out of a province wide sustainable Human Settlements Research Agenda. Conduct research on human settlements with in the Province in order to provide impetus to the strategic intent of the department. Identify best practice Research models for advancement of Provincial Human Settlements Research Agenda. Ensure packaging of research findings in a user friendly manner and adequate dissemination of research finds. Generation and management of evidence that will support policy development as well as human settlements plans. Establish and maintain relationships with research partners and relevant stakeholders and maintain a data base of relevant organisations. Analyse information, form conclusions and report on findings for consumption and utilisation. Administer proper reporting processes. Ensure monitoring, evaluation or utilisation and application of research findings. Preparation and drafting of the operational plan. Management of human resources and performance. Management of financial resources. Management of the Sub-Directorate.

ENQUIRIES: can be directed to Mrs W.L. Hartzenberg at 043 - 7119685

POST 48/169: DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DHS 03/11/2018
Purpose: To manage the sub-directorate internal audit to ensure the implementation of the internal audit plan. Provide management with independent objective assurance and consulting services on governance, risk management and control processes in accordance with IIA Standards and the legislative framework. Review and implement internal audit methodology and policies & procedures.

SALARY: R697 011 - R821 052 per annum (Level 11)
CENTRE: Head Office
REQUIREMENTS:
Formal Qualifications: An appropriate B.Com/BCompt Degree with Auditing and Accounting as major subjects or a three year National Diploma in Auditing/Btech or equivalent NQF6 qualification coupled with appropriate audit experience of five years. 2 years’ experience as an Assistant Director (auditing). Possession or studying towards any of the IIA certifications such as Certified Internal Auditor (CIA), Professional Internal Auditor (PIA). Certification in Control Self-Assessment
(CCSA) Certification in Risk Management Assurance (CRMA) etc will be an added advantage. Computer literacy including audit software such as Teammate and data analytics available in the audit profession. Knowledge of latest International Standards for the Professional Practice of Internal Auditing, internal audit methodologies, King 1V principles, risk management, governance and control frameworks. Knowledge of relevant public sector legislation such as Public Finance Management Act, Public Service Act, Treasury Regulations and International Standards for the Professional Practice of Internal Auditing. Good analytical problem solving and communication skills (verbal and written). Must possess a valid driver’s licence and willing to travel throughout the Province. Skills and Competencies: Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency & due professional care, confidentiality, interpersonal relations, fairness, courteous.

**DUTIES**

- Development of strategic and annual operational planning for the audit function.
- Participate in risk assessment process and attendance of risk management committee meetings. Assist in the effective management of the internal audit function. Ensure that the internal audit unit functions are in line with the International Standards for the Professional Practice of Internal Audit Charter.
- Manage the execution of assurance and consulting assignments as per internal audit plan. Ensure that engagement planning is undertaken informed by keys risk areas. Report and monitor implementation of agreed actions. Assist CAE in ensuring that internal audit budget is managed and variations between expenditure and budget are explained. Mentor and monitor performance of staff and promote technical development of staff (in service training).

**ENQUIRIES**

can be directed to Mrs W.L. Hartzenberg at 043 - 7119685

**POST 48/170**

DEPUTY DIRECTOR: ANTI-CORRUPTION AND INTEGRITY MANAGEMENT

**REF NO: DHS 04/11/2018**

**Purpose:** To develop and co-ordinate the implementation of anti-corruption and integrity management policies and programmes.

**SALARY**

R697 011 - R821 052 per annum (Level 11)

**CENTRE**

Head Office

**REQUIREMENTS**

- Formal Qualifications: A three year degree/diploma in Legal Studies/Forensic Auditing/Fraud and anti-corruption/NQF6 relevant qualification with five years' working experience in the anti-corruption field or Senior Certificate with ten years working experience in anti-corruption field. 2 years at Assistant Directors level in the anti-corruption field. Experience in developing and implementing training programmes on fraud and corruption. Knowledge of the applicable legislation and prescripts. Capacity to work innovatively, under pressure and independently. Computer literacy. Good facilitation, report writing, research, presentation and motivational skills. Must possess a valid driver's licence and willing to travel. Skills and Competencies: Strategic capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management, interpersonal relations, loyalty and courteous.

**DUTIES**

- Monitor, analyse and report on business processes. Monitor operational and annual performance plans of the unit. Act on allegations of fraud and corruption within the department. Develop and oversee implementation of anti-corruption measures. Conduct awareness campaigns. Implement anti-corruption policies. Conduct and co-ordinate special investigations in cases of alleged fraud, corruption and mal-administration. Facilitate co-ordination of fraud risk assessment and report. Provide comprehensive and formalised training to assist in highlighting the risk of fraud. Liaise with all law enforcement agencies on corruption and fraud cases. Receive cases, verify and allocate them to practitioners for further investigation. Facilitate co-ordination of integrity management, ethics risk assessment and report. Provide comprehensive and formalised training to assist in highlighting the ethics risks. Develop and oversee the implementation of integrity management within the department. Develop and coordinate the implementation of integrity management strategy, policy and implementation plan. Coordinate MPAT submissions and compliance. Supervision and management of staff.
ENQUIRIES: can be directed to Mrs W.L. Hartzenberg at 043 - 7119685

POST 48/171: ASSISTANT DIRECTOR: EPWP (EXTENDED PUBLIC WORKS PROGRAMME)
REF NO: DHS 05/11/2018
Purpose: To provide support service to EPWP

SALARY: R444 693 - R523 818 per annum (Level 10)

CENTRE: Head Office
REQUIREMENTS:
Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in Social Science/Public Management/Public Administration with five years working experience in the field or Senior Certificate coupled with eight years’ experience in the relevant field. 2 years at supervisory level. Sound knowledge of policies and prescripts that are applicable to EPWP. Good communication skills and analytical skills. Experience in working with various stakeholders. Ability to work under pressure and meet difficult deadlines. Assertiveness and confidence. Must possess a valid driver’s licence. Skills and Competencies: Monitoring and evaluation, research, report writing, negotiation, interpersonal relations, communication, computer literacy, analysing and presentation skills.

DUTIES:
Identify and select EPWP projects. Communication with all district offices to ensure EPWP compliance in all identified projects. Response by EPWP champion and Data Capturers at district level. Facilitate compliance of EPWP principle in all departmental projects. Manage and monitor collation of data captured in all identified departmental projects for reporting purposes. Evaluate information in terms of designated groups for EPWP programmes on impact assessment. Identify all designated groups for EPWP for statistics. Provide support to the development of emerging contractors and artisan development programme. Communicate with various stakeholders including military veterans to determine training needs.

ENQUIRIES: Mr M. Kana at 043 711 9743

POST 48/172: CONTROL WORKS INSPECTOR REF NO: DHS 06/11/2018
Purpose: To ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislations, regulations and standards

SALARY: R444 693 - R523 818 per annum (Level 10)

CENTRE: BCM Region
REQUIREMENTS:
Formal Qualifications: A three year degree/diploma/relevant NQF level 6 qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five years working experience in human settlements development or a Senior Certificate/N3 coupled with eight years working experience in human settlements development. Registration with SACPCMP will be an added advantage. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Must possess a valid driver’s licence. Skills and Competencies: Strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management and programme and project management. Knowledge of public finance management act and applicable legislations and prescripts.

DUTIES:
Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up. Inspects, evaluate and provide input on approval of all phases of project planning life cycle, construction and improvement on work contracted by Human Settlements Departments, as requested to ensure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations, issues correction notices as required. Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, internal roads and other regional projects and programs. Assures compliances with
federal, state and local codes and standards and contractual provisions. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers and waterlines, water meters, hydrants, service line, fire lines, cross connection control devices and related utilities and structures as assigned. Inspection and certification of construction works on various project sites in the Region. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance through inter alia. Ensure that the relevant project documentation for new and existing structures is compiled through inter alia. Ensuring delivery of quality and quantity on each assigned project site.

Compilation of progress and quality control related reports.

ENQUIRIES: Mr M. Kana at 043 711 9743

POST 48/173: OFFICE MANAGER TO CHIEF DIRECTOR: HUMAN SETTLEMENTS RESEARCH AND POLICY DEVELOPMENT REF NO: DHS 07/11/2018

Purpose: To provide sound administrative and executive support to the Chief Director

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

CENTRE: Head Office

REQUIREMENTS: Formal Qualification: A three year degree/diploma in Office Administration/Office Management and Technology/NQF level 6 relevant qualification with five years working experience in administration or a Senior Certificate with eight years' working experience in administration. 2 years at supervisory level. Computer literacy with strong and sound typing skills (Excel is compulsory with MS Word and PowerPoint. Excellent communication skills (verbal and written). Excellent filing skills and to keep record of flow of documents. Experience in office administration and coordination. Flexible and adaptable. Ability to work under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters. A valid driving licence will be an added advantage. Skills and Competencies: In depth knowledge of monitoring and evaluation, government policies and planning systems, public service regularity framework, information management performance management. Good facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, communication, conflict management and working in a team.

DUTIES: Responsible for overall management and administration of the office at all times. Assist in compiling the budget of the office. Consolidate in-year monitoring and Dora reports. Monitor the expenditure of the programme and consolidate expenditure reports. Prepare weekly, monthly, quarterly and annual reports. Manage the assets of the office. Request and consolidate reports. Analyse the information provided, consolidate and submit the final report. Compile internal and external reports and memos. Prepare memorandum, reports, speeches etc. Provide strategic support to the Chief Director. Ensure follow up of the Chief Director's appointments. Ensure that the diary is managed effectively. Ensure proper planning and organising in the office of the Chief Director. Ensure that events are planned, coordinated and organised. Provide administrative executive support to the Chief Director. Attend the Chief Director meetings and take minutes. Attending meetings on behalf of the Chief Director and report back. Make follow-up on the implementation of the resolutions of the meetings. Follow up on tasks assigned to directorates. Receive correspondence from inside and outside the Chief Directorate and guide correspondence to relevant directorates, including making necessary follow-ups. Liaise and communicate with other directorates/branches within the department and also with outside clientele.

ENQUIRIES: Mr M. Kana at 043 711 9743

POST 48/174: SENIOR STATE ACCOUNTANT: BUDGET MANAGEMENT REF NO: DHS 08/11/2018

Purpose: To ensure compliance with applicable laws and regulations in relation to financial reporting.

SALARY: R299 709 - R353 043 per annum (Level 08)
CENTRE: Head Office
REQUIREMENTS: Formal Qualifications: A three year degree/diploma/NQF 6 level relevant qualification in financial management with three years working experience in budget or a Senior Certificate with seven years’ experience in budget. Sound knowledge of financial administration. Knowledge of financial norms and standards (PFMA, Treasury Regulations, Provincial Treasury Instructions and Departmental delegations), Good writing skills, communication, time management and reporting skills. Computer literacy, analytical skills and the ability to work under pressure. Knowledge of BAS. Must possess a valid driver’s licence. Skills and Competencies: Knowledge of standards for the Accounting Practice and ethics. Interpersonal, loyalty, fairness, integrity, responsive and commitment.

DUTIES: Assist programmes with the planning of activities during budget preparations. Assist in preparation of budget statement and database in templates prescribed by the national treasury and submit for review. Co-ordinate the shifting and virements of funds in preparation for budget adjustments of funds. Assist programmes in preparation for roll over application, MTEC and Budget Achievability hearings.

ENQUIRIES: Mr M. Cimela at 043 711 9774

POST 48/175: INFORMATION TECHNOLOGY OFFICER REF NO: DHS 09/11/2018
Purpose: To provide day to day desktop PC and technical support within the department.

SALARY: R299 709 - R353 043 per annum (Level 08)
CENTRE: Sarah Baartman Region
REQUIREMENTS: Formal Qualifications: A three year degree/diploma in Information Technology/NQF 6 relevant qualification with three years working experience in the information technology field or Senior Certificate coupled with seven years working experience in the information technology field. Technical knowledge of desktop hardware and software. Technical knowledge of PC internal components. Ability to operate tools, components, and peripheral accessories. Knowledge of desktop environment and infrastructure. Ability to present ideas in user-friendly language. Strong customer service orientation. Problem solving and analysis skills. Skills and Competencies: Effective interpersonal skills and relationship building skills, written and oral communication skills, courteousness, responsibility and commitment.

DUTIES: Provide desktop and LAN support services, install and monitor the use of department photocopiers, scanners and printers. Ensure consistent availability of network devices to users. Receive and respond to incoming calls, emails, and/or work order production system regarding desktop problems. Administer storage and backup of all network directories. Serve administrator. Administer departmental servers including VCX server. Assist in the implementation, design, documentation and implementation of various systems to include Desktop PC’s, server and network equipment, and software applications. Monitor server and LAN infrastructure. Review users and access rights on the server.

ENQUIRIES: Mr M. Cimela at 043 711 9774

POST 48/176: SENIOR STATE ACCOUNTANT: GRANT MANAGEMENT REF NO: DHS 10/11/2018
Purpose: To assist in the management of Conditional Grant and in ensuring that proper financial recording (bookkeeping) in terms of the Public Finance Management Act and DORA is kept in the Basic Accounting System and assist in the management of Trust Account Reconciliations.

SALARY: R299 709 - R353 043 per annum (Level 08)
CENTRE: Head Office
REQUIREMENTS: Formal Qualification: A three year degree/diploma/NQF 6 relevant qualification in financial management/accounting with three years working experience in grant management or Senior Certificate coupled with seven years working experience in grant management. Sound knowledge of policies and prescripts that are applicable to grant management. Good communication skills and analytical skills. Knowledge of Basic Accounting System (BAS). Extensive knowledge of PFMA.

**DUTIES**: Assist with the management of the provincial housing funds (conditional grant). Compile Monthly and Quarterly DORA Compliance reports for conditional grant. Verify that all claims processed comply with the regulations. Processing of housing projects payments and related transactions in the provincial financial system. Record and report all fruitless, wasteful and unauthorised expenditure. Attend to all RFI’s received for internal/external stakeholders. Monitor and manage trust accounts reconciliations. Prepare ad-hoc reports monthly and quarterly on various performance indicators. Supervision and management of subordinates.

**ENQUIRIES**: Mr M. Cimela at 043 711 9774

**POST 48/177**: SENIOR ADMINISTRATIVE OFFICER: HOUSING PROPERTY MANAGEMENT (ASSET MANAGEMENT) REF NO: DHS 11/11/2018

Purpose: To perform all functions related to housing asset management

**SALARY**: R299 709 - R353 043 per annum (Level 08)

**CENTRE**: OR Tambo Region

**REQUIREMENTS**: Formal Qualification: A three year degree/diploma/NQF 6 relevant qualification in Public Management/Social Sciences with three years working experience in housing asset management environment or Senior Certificate coupled with seven years working experience in housing asset management environment, Knowledge of relevant prescripts and legislations. Computer literate. Good communication skills. Knowledge of housing subsidy systems (HSS). Must possess a valid driver’s licence. Skills and Competencies: Knowledge of government prescripts and legislations. Knowledge of housing subsidy policies and procedures. Problem solving, workplace relations, self-organising, informal utilisation, effective communication.

**DUTIES**: Provide administration support in the process of completing and processing of subsidy application forms. Collect and receive completed subsidy forms. Verify the completeness and attachments on each subsidy applications forms. Capture subsidy applications forms on Housing Subsidy System (HSS). Compile list of captured subsidy application forms on HSS for approval or disapproval. Establish project steering committee on approved beneficiaries and facilitate/convene workshops to the project steering committee about their roles and responsibilities. Provide administrative support to the OR Tambo Regional Office as needed/instructed by Regional Management.

**ENQUIRIES**: Mr M. Cimela at 043 711 9774

**POST 48/178**: LABOUR RELATIONS OFFICER: HUMAN RESOURCE MANAGEMENT (REF NO: DHS 12/11/2018)

Purpose: To implement labour relations policies, procedures and strategies

**SALARY**: R299 709 - R353 043 per annum (Level 08)

**CENTRE**: Head Office

**REQUIREMENTS**: Formal Qualifications: A three year degree/diploma in human resource management/labour law/NQF 6 relevant qualification with three years working experience in the labour relations field or a Senior Certificate coupled with seven years working experience in the labour relations field. Experience in discipline, disputes and grievance process. Understanding of the workplace laws. Good communication skills (verbal and written). Ability to work under pressure for extended periods of time. Able to plan and organise and take initiatives. Good report writing, presentation and project management skills. In-depth knowledge of all relevant legislations/prescripts that are applicable in the public services. High level of confidentiality. Persal introductory certificate will be an added advantage. Must possess a valid driver’s licence. Skills and Competencies: Knowledge of monitoring and evaluation, government policies and planning systems, public service regularity framework. Research, report writing, negotiation,
communication, conflict management, presentation, working in a team and interviewing skills.

**DUTIES**

Ensure compliance with applicable legislations, rules and regulation. Co-ordinate discipline and grievance processes within the Department. Ensure adherence in terms of Resolution 1 of 2003 (Disciplinary Code and Procedure), and the labour relations act 66 of 1995 as amended. Maintain record-keeping of labour relations. Capture on Persal Excel database all reported misconduct cases, grievances and disputes reported in the department. Formulate clearly outlined monthly, quarterly, and annual Labour Relations reports. Handling of misconduct cases within departments. Ensure compliance with the Disciplinary Code and Procedure applicable in misconduct cases. Advise line managers and employees in relation to misconduct cases. Investigate misconduct cases within department and monitor the implementation of sanctions and arbitration awards. Formulate investigation reports with clear findings and recommendations. Facilitate the handling of grievances and the implementation of the disciplinary code and procedure. Acknowledge receipt of grievances and investigate lodged grievances. Implement labour relations communication strategy. Maintain constructive relationship with organised labour and management and employees.

**ENQUIRIES**

Mrs W. Hartzenberg at 043 711 9685

**POST 48/179**

**SENIOR ADMINISTRATIVE OFFICER: SALES, TRANSFERS AND ASSETS**

**REF NO: DHS 13/11/2018**

Purpose: To monitor and co-ordinate the Enhanced Extended Discount Benefit Scheme.

**SALARY**

R299 709 - R353 043 per annum (Level 08)

**CENTRE**

Head Office

**REQUIREMENTS**

Formal Qualification A three year degree/diploma/NQF 6 relevant qualification in property management/facilities management/Public Management/Management with three years working experience in property management field or Senior Certificate coupled with seven years working experience in property management field. Knowledge of Housing Act of 1997, state land disposal act, deeds registry act, government immovable asset management act (GIAMA), public financial management act, (PFMA) and Treasury Regulations. Sound problem solving, verbal and written communication, MS Office especially Excel spreadsheet and analytical skills. Must possess a valid driver’s licence and willingness to travel. Skills and Competencies: Knowledge of Public Service Act, National Housing Act, Government Immovable asset management act. Decision making, service delivery innovation, change management and client orientated and customer focused.

**DUTIES**

Monitor and co-ordinate the implementation of Enhanced Extended Discount Benefit Scheme (EEDBS). Collect EEDBS statistics/data from the municipalities. Create a Pre-1994 houses database for all district municipalities. Identify houses to qualify for EEDBS. Visit municipalities to assist in processes to fasttrack the EEDBS transfers. Collect data on challenges encountered from the appointed service providers. Compile monthly report on the status quo of EEDBS. Ensure availability of funds and process claims for payment of Service Providers. Receive and attend to housing property queries. Assist in the administration of immovable Assets.

**ENQUIRIES**

Mrs W. Hartzenberg at 043 711 9685

**POST 48/180**

**ADMINISTRATIVE OFFICER: MEDIA AND COMMUNICATIONS**

**REF NO: DHS 14//11/2018**

Purpose: To manage media and communication services

**SALARY**

R242 475 - R285 630 per annum (Level 07)

**CENTRE**

Head Office

**REQUIREMENTS**

Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification in Journalism/Public Relations/Communications Marketing with two years working experience in the communications environment or a Senior Certificate coupled with six years working experience in the communications environment. Knowledge of government policies and planning systems. Good interpersonal relations,

**DUTIES**

Develop and manage departmental multimedia and communication platforms namely website, intranet and social media networks. Provide media support. Develop media plans for events. Market departmental subsidies and programmes through all platforms. Package departmental content for radio features, adverts and talkshows. Organise departmental exhibitions and promotions. Organise and co-ordinate media tours and media conferences. Writing for internal and external publications. Develop information booklets and pamphlets. Distribute information packs to various audiences using different marketing tools.

**ENQUIRIES**

Mr M. Kana at 043 711 9743

**POST 48/181**

**ICT_ADMIN_OFFICER: APPLICATIONS SUPPORT AND SYSTEMS**

**DEVELOPMENT REF NO: DHS 15//11/2018**

Purpose: To manage support applications, develop and enhance information systems.

**SALARY**

R242 475 - R285 630 per annum (Level 07)

**CENTRE**

Head Office

**REQUIREMENTS**

Formal Qualifications: A recognised three year degree/diploma/NQF6 relevant qualification in Office Administration/Office Administration/Technology coupled with two years’ experience in ICT or Senior Certificate coupled with six years working experience in ICT. Human Settlements experience will be an added advantage. Should possess the following skills: Ability to apply technical/professional skills. Knowledge of PFMA and Public Service Act and Regulations. 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. Knowledge of PFMA and Public Service Act and Regulations. Skills and Competencies: Computer literacy, communications skills, administration skills, interpersonal skills, organisational skills, typing and writing skills, minute taking and reporting skills

**DUTIES**

Responsible for rendering an effective administrative support to the GITCM office. Records administrative support services for GICTM. Ensure the effectiveness of information and documents to and from the office. Ensure safekeeping of all documentation in the office in line with the legislation and policies. Functional support to ICT office. Compile and coordinate procurement plans for the unit which is aligned with the budget and monitor the expenditure and implementation of the procurement plans. Render general administrative support to 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. IT Service Management and IT Admin Support Service.

**ENQUIRIES**

Mr M. Kana at 043 711 9743.

**POST 48/182**

**ADMINISTRATIVE_OFFICER: BENEFICIARY MANAGEMENT REF NO: DHS 16/11/2018**

Purpose: To facilitate co-ordination and provision of administrative support of housing projects

**SALARY**

R242 475 - R285 630 per annum (Level 07)

**CENTRE**

OR Tambo Region

**REQUIREMENTS**

Formal Qualifications: A three year degree/diploma/NQF level 6 relevant qualification in Public Management/Social Science with two years of working experience in the relevant field or Senior Certificate coupled with six years working experience in the relevant field. Knowledge of the housing subsidy systems (HSS). Knowledge and understanding of housing policies and procedure. Good interpersonal skills. Good communication skills. Ability to work as a team. Computer literate. Skills and Competencies: Knowledge of housing subsidy systems policies and procedures, government policies and planning systems,
DUTIES: Processing individual subsidy applications. Received, capture and verify subsidy application forms. Edit applications. File approved applications. Processing of individual subsidy claims. Receive, capture claims on housing subsidy system (HSS). Attend to subsidy enquiries.

ENQUIRIES: Mr. M. Cimela at 043 711 9774

POST 48/183: ADMINISTRATIVE OFFICER: HOUSING SUBSIDY SYSTEMS REF NO: DHS 17/11/2018
Purpose: To administer all housing subsidies and conditional grant in accordance with human settlements policy through the Housing Subsidy System

SALARY: R242 475 - R285 630 per annum (Level 07)
CENTRE: Head Office
REQUIREMENTS: Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification in financial management/accounting with two years working experience in the field or a Senior Certificate with six years working experience in the relevant field. Knowledge and ability of working on the housing subsidy claims management module. Computer literacy with knowledge of excel. Sound knowledge of general office administration and relevant legislation like PFMA, DORA and Housing policy. Good communication skills (verbal and written). Skills and competencies: Knowledge of housing subsidy system policies and procedures. Interpersonal relations skills, communication skills, ability to work in a team, able to handle confidential matters and ability to work under pressure.

DUTIES: Processing claims on Housing Subsidy System (HSS). Receive certified claims from project management section. Monitor the processing of claims given to subordinates. Address developer queries in respect of claims. Verify claims captured on HSS. Capture non-financial data on HSS. Electronic register and filling of contracts of projects. Supervision of subordinates. Manage the performance development needs of the subordinates.

ENQUIRIES: Mr. M. Kana at 043 711 9743

POST 48/184: ADMINISTRATIVE OFFICER (X2 POSTS)
Purpose: To provide administrative services to the Chief Director

SALARY: R242 475 - R285 630 per annum (Level 07)
CENTRE: Head Office
District Co-Ordination and Project Management Ref No: DHS 18/11/2018
Incremental Programmes Ref No: DHS 19/11/2018
REQUIREMENTS: Formal Qualifications: A 3 year degree/diploma in Office Management/Administration/Secretarial diploma or relevant NQF6 qualification with two years working experience in the office administration environment or a Senior Certificate with six years working experience in the office administration environment. Computer literacy with strong and sound typing skill (Excel is compulsory with MS Word and Powerpoint). Excellent communication skills (verbal and written). Excellent filing skills and to keep record of flow of documents. Experience in office administration, diary management, events and project co-ordination. Flexible and adaptable. Ability to work under pressure and adhere to strict timeframes. Ability to take imitative and work independently. Ability to identify and handle confidential matters at all times. Skills and competencies: Knowledge of relevant legislation/prescripts and procedures, basic knowledge on financial administration. Good telephone etiquette, sound organisational skills, good people skills, high level of reliability, written communication skills, analysing skills, and research and presentation skills.

DUTIES: Provide administrative support services to the Chief Director. Compiles realistic schedules of appointments and perform advanced typing work. Operates and ensures that office equipment are in good working order. Co-ordinate with and sensitises/advises the manager regarding engagements. Records administrative support services. Ensures the effective flow of information and documents to and from the Chief Director. Ensures the safekeeping of all documentation in the office.
of the Chief Director in line with relevant legislation and policies. Obtains inputs, 
collates and compiles reports e.g. progress reports, finance reports, monthly 
reports and management report. Scrutinises routine submissions/reports and 
make notes and or recommendations for the Chief Director. Draft documents as 
required. Manages the leave register on behalf of the Director. Handles the 
procurement of standard items like stationery, refreshments etc for the activities of 
the Chief Director. Provides support to Chief Director regarding meetings. Record 
minutes/decisions and communicates to relevant roleplayers, follow up on 
progress made. Ensure that travel arrangements are well co-ordinated Support the 
Chief Director with the administration of the Director’s budget. Keeps record of 
expenditure commitments, monitors under spending. Checks and correlates BAS 
reports to ensure that expenditure is allocated correctly. Compares the MTEF 
allocation with the requested budget and informs the Director of changes.

ENQUIRIES : Mr M. Cimela at 043 711 9774

POST 48/185 : PROVISING ADMINISTRATIVE OFFICER: PROCUREMENT REF NO: DHS 
20/11/2018

Purpose: To administer the department purchase services

SALARY : R242 475 - R285 630 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : Formal Qualification: A three year degree/diploma/NQF 6 relevant qualification in 
supply chain management/purchasing/logistics management/Public Administration with two working experience in procurement or a Senior Certificate coupled with six years working experience in procurement. Knowledge of SCM practices, procurement and purchasing procedures required. Knowledge of the Public Service Act and Public Finance Management Act (PFMA). Able to work under pressure and difficult deadlines. Skills and Competencies: Knowledge of SCM practices, procurement and purchasing procedures required. Interpersonal relations, integrity, responsive, courteousness, responsibility and commitment.

DUTIES : Ensure that requisitions are captured on BAS Authorise requisitions and commitments on Logis. Ensure compliance to all the reporting areas. Maintain commitment register. Management of accruals.

ENQUIRIES : Mrs W. Hartzenberg at 043 711 9685

POST 48/186 : ADMINISTRATIVE OFFICER: HOUSING PROGRAMME FACILITATION AND 
ADMINISTRATION REF NO: DHS 21/11/2018

Purpose: Facilitation, co-ordination and provision of administrative support of all integrated residential development programme.

SALARY : R242 475 - R285 630 per annum (Level 07)
CENTRE : OR Tambo
REQUIREMENTS : Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification in 
Public Administration/Social Science with two years working experience in facilitation and administration of housing field or a Senior Certificate coupled with six years working experience in facilitation and administration of housing field. Knowledge and understanding of housing policies and procedures. Good communication sills (verbal and written). Ability to work in a team. Computer literacy. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), applicable legislation and prescripts, policies and procedures. Interpersonal relations, integrity and courteous.

DUTIES : Verify all subsidy applications for all the identified in the region. Check all individual 
applications for correctness. Capture correct forms to the system, submit all 
applications to Head Office for approval of subsidy. Facilitate strategies for 
effective beneficiary management. Establishment of project steering committee. 
Facilitation co-ordination and provide administrative support of all integrated residential development programmers. Attend project steering committee meetings. Scrutinize /verify and prepare rejected subsidy applications returned by 
Head Office for resubmission for approval. Provide administrative support in the 
Regional Office. Write correspondence to stakeholders. Give updated status 
reports to site inspectors. Compile weekly programme.
ENQUIRIES : Mr M. Kana at 043 711 9743

POST 48/187 : ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT SERVICES REF NO: DHS 22/11/2018
Purpose: To assist the Region with administration support.

SALARY : R242 475 - R285 630 per annum (Level 07)
CENTRE : OR Tambo Region
REQUIREMENTS : Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification in Public Administration/Public Management coupled with two years' experience in administration or Senior Certificate coupled with six years' experience in administration. Computer literacy MS Word, Excel and Outlook. Ability to work under pressure and long hours. Must possess a valid driver’s licence. Skills and Competencies: Good telephone etiquette, sound organisational skills, good people skills, high level of reliability, written communication skills, analysing skills, research and presentation skills.


ENQUIRIES : Mr M. Cimela at 043 711 9774

POST 48/188 : SENIOR ADMINISTRATIVE CLERK: HOUSING SUBSIDY SYSTEM REF NO: DHS 23/11/2018
Purpose: To manage and administer housing subsidy systems (HSS)

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Head Office
REQUIREMENTS : Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification with one years working experience in the relevant field or Senior Certificate coupled with four years working experience in the relevant field. Knowledge and ability of working on the housing subsidy claims management module. Knowledge of HSS policies and procedures. Computer literacy with knowledge of Excel. Sound knowledge of general office administration and relevant legislations like PFMA, DORA and Housing Policy. Good communication skills (verbal and written). Ability to handle confidential matters. Ability to work under pressure. Skills and Competencies: Good interpersonal relations, communication, personal effectiveness and organised.

DUTIES : Processing of claims on housing subsidy system. Capturing of non-financial data and reconcile with project implementation plans. Filling of source documents of data captured on HSS e.g. contracts, addendums/cessions. Edit approved beneficiaries on HSS when required and receive subsidy applications that need to be filled. Attend queries related project claims from various stakeholders.

ENQUIRIES : Mr M. Kana at 043 711 9743

POST 48/189 : PROVISIONING ADMINISTRATIVE CLERK: PROCUREMENT REF NO: DHS 24/11/2018
Purpose: To provide bid procurement recruitment services.

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Head Office
REQUIREMENTS : Formal Qualifications: A three year national diploma/NQF 6 relevant qualification in supply chain management/purchasing/logistics management/financial management with one years working experience in procurement or Senior Certificate coupled with four years working experience in procurement. Knowledge of supply chain management/procurement. Knowledge of SCM practice. Good interpersonal and organisational skills. Ability to work in a team. Good communication skills (verbal and written). Computer literacy. Skills and
Competencies: Knowledge of SCM practices, procurement and purchasing procedures required. Interpersonal relations, integrity, responsive, courteousness, responsibility and commitment.

DUTIES

Ensure placement, filling and issuing of orders. Ensure capturing of entities on Bas. Ensure capturing of commitments on Bas. Capturing of all orders onto Excel spreadsheet in order to effectively manage outstanding commitments.

ENQUIRIES

Mr M. Kana at 043 711 9743

POST 48/190

ADMINISTRATIVE CLERK: LAND ACQUISITION REF NO: DHS25/11/2018

Purpose: To ensure that land ownership and security of tenure is facilitated in respect of all housing subsidy programmes.

SALARY

R163 563 - R192 666 per annum (Level 05)

CENTRE

Head Office

REQUIREMENTS

Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in Public Management/Social Sciences/Property Management with one year working experience in relevant field or Senior Certificate coupled with four years working experience in the relevant field. Understanding of the relevant acts/prescripts and legislations. Ability to collect and collate data. Ability to work under pressure. Computer literate. Sound knowledge of the land administration. Experience in working with various stakeholders. Good communication skills and conflict management. Skills and Competencies: Knowledge of service delivery (Batho Pele). Sound knowledge and understanding of transfer and land ownership. Computer literacy, interpersonal relations skills, communication skills, ability to work in a team, personal effectiveness and customer orientated.

DUTIES

To assist with housing subsidy system for verification of beneficial approval. Do deeds searches. Prepare consent certificates of pre-emptive and mortgage binds certificates, special power of attorney and endorsement of title deed in terms of section 10A and 10B of Housing Act 107 of 1997 as amended. Ensure transfer of housing units qualifying beneficiaries in conjunction with conveyancers and municipalities.

ENQUIRIES

can be directed to Mr M. Cimela at 043 – 711 9774

OFFICE OF THE PREMIER

APPLICATIONS

The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 2013, 2nd Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION

Nozuko Mafu

CLOSING DATE

14 December 2018

MANAGEMENT ECHELON

POST 48/191

DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE

MANAGEMENT REF NO: OTP 11/2018

(Re-Advertisement). People who previously applied need not apply as their applications will still be considered.

SALARY

R1 005 063 per annum (Level 13)

CENTRE

Bhisho

REQUIREMENTS

A SAQA recognized NQF Level 7 qualification in Industrial Engineering/Operations/Production Management/ Industrial Psychology/Management Services/Human Resource Management, Certificate in Job Evaluation. 5 years' experience at Middle Management Level in the organizational development and change management field. Org design certificate will add advantage.

DUTIES

Manage the provision of consultancy services on the development of service delivery models and Organisational structures. Manage the provision of job evaluation services in the province. Manage the promotion and facilitation of the implementation of Batho Pele programmes. Manage the implementation of Organisational change and transformation programmes. Manage the allocated
resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES can be directed to Ms N. Mafu or Ms Xesha or Mr Boyson @ 040 609 6432 / 6248 / 6249.

DEPARTMENT OF PUBLIC WORKS
The Department of Roads and Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS
Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho. Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605

FOR ATTENTION: Ms N.H Malgas

CLOSING DATE: 14 December 2018

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

OTHER POSTS
POST 48/192: SENIOR LEGAL ADMINISTRATION OFFICER (MR 6), LEGAL SERVICES, REF NO: DPW 04/11/2018

SALARY: R448 269 per annum (OSD)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: An appropriate recognised Bachelor’s Degree in Law. At least 8 years’ appropriate post qualification legal experience. Litigation experience is essential as well as admission as an attorney or advocate.
DUTIES: Functional: Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Successfully conduct an interview in order to determine the client’s goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client’s instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. Generic: Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit’s service
delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers. Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, videoconferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.

ENQUIRIES:
can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 48/193: AUDIT COMMITTEE MEMBER, LEGAL SERVICES REF NO: DPW ACM/2018
Term: The term of office is three years (part-time basis - approximate number of meetings is six per annum (four ordinary and two special meetings)

SALARY:
The appointed member will be remunerated according to Framework for the appointment of Audit Committee in terms of Provincial Treasury Instruction No.6 of 2014/15 as amended. This is aligned with DPSA guidelines on remuneration of committee. This remuneration includes an all-inclusive rate per hour for all work actually done for the duration of an Audit Committee meeting and as well as for preparation of such meetings. The member will be required to sign a contract with the Department.

CENTRE:
Head Office (Bhisho)

REQUIREMENTS:
Applicants should be in the possession of relevant bachelor’s degrees or equivalent qualification in Information Technology and postgraduate qualification, with 6-10 years’ experience in the IT environment and be a member of relevant professional bodies. The applicant must have extensive expertise in ICT governance strategy and its implementation and ICT investment and monitoring the management and mitigation of ICT risks. Knowledge and understanding of King Code on Corporate Governance and COBIT 5. Well-developed business acumen and leadership skills. A demonstration of track record of diligence and integrity. Knowledge and understanding of legislation/policies of Government. Knowledge and understanding of the roles and accountabilities of different governance structures within the organization. Excellent communication skills (verbal and written). Knowledge and understanding of Infrastructure environment will be an added advantage. The member of the committee should meet the following competency requirements: Previous experience in serving at an Audit Committee (at least two years), have the necessary leadership and personal qualities. Have the ability to lead and participate in the discussions, have a good understanding of the committee position in the governance structure, have the ability and capability to conduct the Audit Committee affairs efficiently and effectively. Have an understanding of Financial and Management Accounting, Management of Performance Information and Reporting, Auditing Experience, Legal, Information and Communication Technology, Corporate Governance, Enterprise Risk Management, Internal Controls and Knowledge of Government Legislations.

DUTIES:
The audit committee is an oversight body that operates and discharges its duties according to section 3.1.10 of the Treasury Regulations. The audit committee serves as an advisory committee in assisting in matters relating to financial and operational controls, risk management and governance. Duties will include assisting the Accounting Officer in effective discharge of his responsibilities, and therefore will be required to act as chairperson of IT Governance. An audit committee may communicate any concerns it deems necessary to the executive authority, the relevant treasury and the Auditor-General. The audit committee must meet at least annually with the Auditor-General to ensure that there are no unresolved issues of concern.

ENQUIRIES:
Ms KF Siqendu, (082 719 8899)
NOTE: The Eastern Cape Department of Public Works hereby invites applications from suitably qualified and interested individuals to serve on its Audit Committee in line with the provisions of Section 76(4) and 77 of the Public Finance Management Act, 1 of 1999, read with Chapter 3.1 of the Treasury Regulations.
ANNEXURE S

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 14 December 2018

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver’s license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitability candidates will be subjected to a personnel suitability check (criminal record, 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. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department.

OTHER POSTS

POST 48/194 : CLINICAL PSYCHOLOGIST: GRADE 1-2 REF NO: H/C/100

SALARY : Grade 1: R674 892 per annum OSD
           Grade 2: R791 253 per annum OSD

CENTRE : Free State Psychiatric Complex, Bloemfontein

REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in any of the identified categories. At least Master’s Degree in Clinical Psychology. Proof of Registration. Grade 1: Experience: None after registration with the HPCSA as a clinical Psychologist in respect of South African qualified candidates who performed Community Service, 1 – year Experience after registration with the (HPCSA) as a Clinical Psychologist in respect of Foreign qualified candidates, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 8 years of relevant experience after registration with HPCSA as a Clinical Psychologist in respect of Foreign qualified candidates who performed Community Service, as required in South Africa. Minimum of 9 years of relevant experience after registration with HPCSA of South Africa as a Clinical Psychologist in respect of foreign qualified candidates, of whom it is not required to perform Community Service .as required in South Africa. Recommendations: None.

DUTIES : Render clinical psychologist services at Free State Psychiatric Complex, Training of both under and post graduate students at the Faculty of Health Services, University of the Free State(UFS), Conduct relevant research.

ENQUIRIES : Prof NL Mosotho, Tel NO: (051) 407 9460

APPLICATIONS : The Chief Executive Officer, Free State Psychiatric Hospital Complex, Private Bag X 20607 Bloemfontein, 9300

FOR ATTENTION : Me N V Mokopanele
POST 48/195: ASSISTANT MANAGER NURSING: (HEAD OF NURSING) PNB4 REF NO: H/A/102

SALARY: R581 826 per annum (OSD)
CENTRE: Phekolong Hospital, Bethlehem
REQUIREMENTS: A minimum of 10 years' experience as a professional nurse including 6 as a specialist nurse in the specific domain and 3 years in a managerial position. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practice and how the impacts on service delivery. Promote quality of nursing care as directed be the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate ability to operate in a multi-professional environment and team. Post basic qualification with a duration of at least 1 year in the specific domain accredited with the SANC. Computer literacy and Motor vehicle license. Recommendations: Ability to work interdependently and in a multi-disciplinary team context. Analytic thinking, independent decision making and problem solving skills. Responsive and proactive with flexible approach. Good co-ordination and planning skills.

DUTIES: Coordinating optimal, holistic, specialized nursing care with set standards and within a professional/ legal framework. Manage effectively the supervision and utilization of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES: Mr P P Radebe Tel No: (058) 303 5123
APPLICATIONS: Chief Executive Officer, Phekolong District Hospital, Private Bag x1, Bethlehem.
FOR ATTENTION: Me. MG Mareka

POST 48/196: OPERATIONAL MANAGER (PNB3) REF NO: H/O/100

SALARY: R532 499 per annum (OSD)
CENTRE: Albert Nzula Hospital: Trompsburg
REQUIREMENTS: Registration with the SANC as Professional Nurse plus a post-basic nursing qualification of Trauma Specialty with duration of at least one year, accredited with the SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after Obtaining the one year post basic qualification. Proof of service record. Recommendations: A post basic qualification in Health Care Management will be an added advantage. At least 3 years'' experience at management level will serve as an added advantage. Ability to function as an effective member of the nursing team. Ability to communicate effectively with the stakeholders. Ability to implement and manage change. Competence / knowledge / skills / leadership / planning / organizing / coordination and communication skills. Ability to take and make appropriate independent decisions.

DUTIES: Coordinate of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilizing and supervision of resources. Coordination of provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development. Detailed performance areas can be obtained from the contact person.

ENQUIRIES: Me M Kumpi Tel No: (051) 4922169
APPLICATIONS: Chief Executive Officer, Albert Nzula Hospital, Private Bag X2 Trompsburg 9913 or hand delivered @ 22 Louw Street Albert Nzula Hospital Trompsburg
FOR ATTENTION: Mr TGE Finger

POST 48/197: OPERATIONAL MANAGER NURSING: PNB-3 THEATRE REF NO: H/O/101

SALARY: R532 499 per annum (OSD)
CENTRE: Boitumelo Hospital, Kroonstad
REQUIREMENTS: Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with duration of at least 1 year, accredited with the SANC. A minimum
of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification. Proof of service record. Recommendations: A post-basic qualification in Health Care Management will be an added advantage. At least 3 years' experience at management level will serve as an added advantage. Ability to function as an effective member of the nursing team. Ability to communicate effectively with all stakeholders. Ability to implement and manage change. Competencies/ knowledge/ skills/ leadership/ ward management/ ward administration/ planning/ organizing/ coordinating skills. Ability to take charge and make appropriate independent decisions.

DUTIES:
Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care plan. Coordinate and monitor three implementation of National Core Standards, Nursing strategy and departmental strategic goals. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary team work). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedure. Management of information system. Detailed key performance areas can be obtained from contact person.

ENQUIRIES: Me F V Arends Tel No: (056) 2165304/ 056 5320
APPLICATIONS: The Chief Executive Officer, Boitumelo Hospital, Private Bag 47, Kroonstad, 9500
FOR ATTENTION: Me M November

POST 48/198: OPERATIONAL MANAGER: PNB-3 REF NO: H/O/1

SALARY: R532 449 per annum (OSD)
CENTRE: Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS: Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Recommendations: Post basic qualification in Health Care Management will be an added advantage. Competencies/ knowledge/skills: leadership, administration/planning/organizing/coordinating and communications skills. Ability to take charge and make appropriate independent decisions.

DUTIES: Coordination of optimal, holistic specialized nursing care provided within set standards and professional / legal framework. Manage effectively the utilization and supervision of resources/human resources/financial resources/services. Coordination of the provision of effective support to nursing services. Maintain growth/ethical standards and self-development.

ENQUIRIES: Me D J Malebo Tel No: (058) 718 3381
APPLICATIONS: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X 820, Witsieshoek. 9870
FOR ATTENTION: Me S S Diso

POST 48/199: ASSISTANT MANAGER: NURSING: PNA-7 REF NO: H/A/1

SALARY: R532 449 per annum (OSD)
CENTRE: Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS: Registration with the SANC as Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Recommendations: Qualification in General, Midwifery, Nursing Management, Community Nursing and Nursing Education. In depth knowledge and understanding of Health Related Acts, Regulations, Guidelines and other related Acts, Regulations Health Act, Code of Ethics, Professional Practice of the SANC, Nursing. Standard [practice of scope of Occupational Health and Safety Act,
DUTIES: Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. Inter-professional, Inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES: Me D J Malebo Tel No: (058) 718 3381
APPLICATIONS: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X 820, Witsieshoek. 9870
FOR ATTENTION: Me S S Diso

POST 48/200: CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION AND CONTROL) (PNA-5) REF NO: H/C/102

SALARY: R420 318 per annum (OSD)
CENTRE: Winburg District Hospital, Winburg
REQUIREMENTS: Registration with the South African Nursing Council (SANC) as Professional Nurse. Minimum of 7 years appropriate/recognizable experience in Nurse in General Nursing. Valid driver's license and willing to travel. Sound knowledge of Infection Prevention and Control and Quality Assurance in Health Care. Computer literacy. Recommendations: Previous experience and qualification in Infection Prevention and Control will serve as a strong advantage. Good interpersonal relations. Presentation skills. Problem solving skills.

DUTIES: Implement experience and qualification in Infection Prevention and Control will serve as a strong advantage. Support health institution with implementation of Quality Assurance Standards. Coordinate surveillance of the Nosocomial Infections in the institution. Participate in the patient safety Programme activities. Collaborate with the Waste Management team.

ENQUIRIES: Ms T.M. Mofokeng Tel No: (051) 8810046
APPLICATIONS: Chief Executive Officer, Private Bag X4, Virginia, 9430
FOR ATTENTION: Ms. N.P.L. Sithebe

POST 48/201: CLINICAL PROGRAMME COORDINATOR: GRADE1 (PNA5) REF NO: H/C/106 (X2 POSTS)

SALARY: R420 318 per annum (OSD)
CENTRE: Albert Nzula Hospital, Tromsburg
REQUIREMENTS: A minimum of 7 years appropriate/ recognizable experience in nursing after registration with (SANC) as a Professional Nurse in General Nursing. Diploma/Degree in nursing (Basic 425 qualification). Recommendations: Good communication skills. Ability to work under pressure. Good interpersonal relationships.

DUTIES: Coordinate the implementation of the programme. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork. Monitor and ensure proper utilization of financial and physical resources. Provision of clinical services Will be responsible for Case, Risk and HAST Management.

ENQUIRIES: Me M Kumpi Tel No: (051) 4922169
APPLICATIONS: Chief Executive Officer, Albert Nzula Hospital, Private Bag x2, Tromsburg, 9913.
FOR ATTENTION: Mr. TGE Finger

POST 48/202: CHIEF ARTISAN REF NO: H/A/103

SALARY: R365 646 per annum (OSD)
CENTRE: Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS: The ideal candidate must have National Diploma (N-Stream or equivalent) qualification coupled with completed apprenticeship and approve of passing a trade test in terms of provision 13(2)(h) of the manpower trading at, 1981 as amended certificate issued under the provisions of section 27 of the act refer to. A appropriate Trade Test Certificate. Ten years’ post- qualification experience as an Artisan/Artisan Foreman. 3-5 Years supervisory experience. Valid driver’s license, N3 Certificate and Computer literacy. Recommendations: A wiremen’s license will be an added advantage.

DUTIES: Management of Technical Support Services Division by ensuring that effective maintenance programmes are in place. Management of maintenance contracts and projects. Represents institution and all Engineering related meetings and conferences. Ensure that the Division is managed in accordance with prescribed policies and regulations. Supervisions of Resources such as finances, Subordinates, Equipment or stores.

ENQUIRIES: Me DJ Malebo Tel No: (058) 718 3204

APPLICATIONS: The Chief Executive Officer: Mofumahadi Manapo Mopeli Hospital, Private Bag X820, Witsieshoek, 9870 or hand delivered at Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek.

FOR ATTENTION: Me MC Mosia

POST 48/203: PROFESSIONAL NURSE: PNB1 (X2 POSTS)

SALARY: R362 559 per annum (OSD)
CENTRE: Albert Nzula Hospital, Trompsburg:
Midwifery Ref No: H/P/100
Neonatology Ref No: H/P/101

REQUIREMENTS: Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in in Midwifery and Neonatology. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Proof of current registration. Recommendations: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer literacy. Must be willing to work shifts. Ability to provide holistic care.


ENQUIRIES: Tel: Me M Kumpi Tel No: (051) 4922169

APPLICATIONS: Chief Executive Officer, Albert Nzula Hospital, Private Bag X2, Trompsburg, 9913

FOR ATTENTION: TGE Finger

POST 48/204: PROFESSIONAL NURSE: PNB-I: REF NO: H/P/2

SALARY: R362 559 per annum (OSD)
CENTRE: Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek

REQUIREMENTS: Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. Recommendations: Good interpersonal and communication skills.


ENQUIRIES: Me D J Malebo Tel No: (058) 718 3381

APPLICATIONS: The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X 820, Witsieshoek. 9870

FOR ATTENTION: Me S S Diso
POST 48/205 : RADIOGRAPHER REF NO: NO: H/R/1

SALARY : R300 828 per annum (OSD)
CENTRE : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Proof of current registration with SANC. National Diploma. /Degree in Diagnostic Radiography. Recommendations: Ability to work with various imaging modalities including CR and CT scanner. Prepared to work after hours and weekends. Good interpersonal skills.

DUTIES : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, Perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patient, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages). Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc.). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of student, Implement quality assurance programs for quality service delivery: Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

ENQUIRIES : Mr T E Nketsu Tel No: (058) 7183278
APPLICATIONS : The Chief Executive Officer, Mofumahadi Manapo Mopeli Regional Hospital, Private Bag X 820, Witsieshoek. 9870
FOR ATTENTION : Me S S Diso

POST 48/206 : CLINICAL TECHNOLOGIST: CARDIOLOGY GR 1: REF NO: H/C/103

SALARY : R300 828 per annum (OSD)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Registered as a Clinical Technologist in Cardiology at the HPCSA (Supervised or Independent). Compulsory CPD (Continuous Professional Development). Recommendations: National Diploma in Clinical Technology, in process of obtaining a B-Tech degree. Knowledge of Adult Cardiology with exposure to invasive and non-invasive procedures and diagnosis.

DUTIES : Provide specialized diagnostic, therapeutic, life-saving and life-sustaining procedures 8 hours’ work day and compulsory after hours on-call duty for emergencies.

ENQUIRIES : Me E v d Heever Tel No: (051)4053484
APPLICATIONS : Chief Executive Officer, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 hand delivered @: Room 1115, First Floor, Universitas Academic Hospital, Logeman Street, Universitas, Bloemfontein
FOR ATTENTION : Me A Lombard

POST 48/207 : CLINICAL TECHNOLOGIST: PULMONOLOGY GR 1: REF NO: H/C/104

SALARY : R300 828 per annum (OSD)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Registration with the Health Professions Council of South Africa as a Clinical Technologist in Pulmonology. B.Tech Degree in Clinical Technology category Pulmonology. Recommendations: Experience in performing, analyzing and interpreting various Lung Function procedures, DEXA bonedenitometry and Polysomnography. Ability to work independently as well as part of a team. Good
communication skills. Ability to work under pressure. Good interpersonal skills. Computer literate. Rendering of a comprehensive, professional and quality service according to ATS/ERS guidelines and Unit policies and procedures. Performing, analyzing and interpreting of diagnostically procedures such as: Spirometry: Single-breath CO uptake; Body plethysmography; Nitrogen washout measurement of Lung volumes; Bronchial provocation test; 6-minute walk test; DEXA bone density scan; Polysomnography; CPAP titration.

**DUTIES**

Effectively perform selected diagnostic, and / or therapeutic and/or corrective procedures on patients. Effectively perform clinical technology quality control procedures. Utilize resources efficiently and effectively in the workplace.

**ENQUIRIES**

Chief Executive Officer, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 hand delivered @ Room 1115, First Floor, Universitas Academic Hospital, Logeman Street, Universitas, Bloemfontein

**APPLICATIONS**

Chief Executive Officer, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 hand delivered @ Room 1115, First Floor, Universitas Academic Hospital, Logeman Street, Universitas, Bloemfontein

**FOR ATTENTION**

Me A Lombard

**POST 48/208**

**CLINICAL TECHNOLOGIST: PAEDIATRIC CARDIOLOGY: GRADE 1: REF NO: H/C/105**

**SALARY**

R300 828 per annum (OSD)

**CENTRE**

Universitas Hospital

**REQUIREMENTS**

Registration with the Health Professions Council of South Africa as Clinical Technologist. National Diploma Clinical Technology, B-Tech Degree (Clinical Technology in prose). Recognized Diploma qualification as a clinical technologist. Recommendations: Cardiology 2 years' experience.

**DUTIES**

Effectively perform selected diagnostic, and / or therapeutic and / or corrective procedures on patients. Effectively perform clinical technology quality control procedures. Utilize resources efficiently and effectively in the workplace.

**ENQUIRIES**

Chief Executive Officer, Universitas Amademic Hospital, Private Bag X20660, Bloemfontein, 9300 hand delivered @ Room 1115, First Floor, Universitas Academic Hospital, Logeman Street, Universitas, Bloemfontein

**APPLICATIONS**

Chief Executive Officer, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 hand delivered @ Room 1115, First Floor, Universitas Academic Hospital, Logeman Street, Universitas, Bloemfontein

**FOR ATTENTION**

Me A Lombard

**POST 48/209**

**OCCUPATIONAL THERAPIST: GRADE 1: REF NO: H/O/102**

**SALARY**

R300 828 per annum (OSD)

**CENTRE**

Albert Nzula Hospital, Tromsburg

**REQUIREMENTS**

Grade 1: Formal tertiary qualifications in Occupational Therapy that allows registration with HPCSA in the specific discipline. Experience: None after registration with the HPCSA in the relevant profession (where applicable) in respect of South African qualified employees who performed Community Service, as required in South Africa. One Year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendations: None

**DUTIES**

Assess, plan intervention and implementation the treatment plan/ interventions Compliances with policies. Contribute to budget planning and cost control. Participate in education training programs for continuous professional development and quality service delivery. Promote and market occupational therapy services in the hospital and community.

**ENQUIRIES**

Chief Executive Officer, Albert Nzula Hospital, Private Bag x2, Tromsburg, 9913

**APPLICATIONS**

Chief Executive Officer, Albert Nzula Hospital, Private Bag x2, Tromsburg, 9913

**FOR ATTENTION**

TGE Finger
The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS: Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.

FOR ATTENTION: Mr. I Pheello Tel No: (051) 405 5069

CLOSING DATE: 14 December 2018

NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver’s license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their application is delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Candidates will also be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POST

POST 48/210: ASSISTANT DIRECTOR: FINANCE AND BUDGET CONTROL REF NO: FSPT: 036/18

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

CENTRE: Bloemfontein

REQUIREMENTS: A three year degree or equivalent qualification (NGF level 7) in Accounting/Budgeting/Finance. Three years’ experience in budget control and financial control in the Public Sector. Knowledge of the financial management environment, management of resources, BAS, Logis and Persal systems, batch control, budget formats and Microsoft Office. Good communication skills, numeracy and presentation skills. Computer literate.

DUTIES: Budget, review, analyse and quality assure the budget preparation process. Render a financial accounting service to the Department by preparing official documentation in line with prescribed templates, prescripts and guidelines. Create, review and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions. Supervise employees to ensure an effective finance and budget control service.

ENQUIRIES: Ms. FP Prinsloo Tel No: (051) 405 5462
ANNEXURE T

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS: Johannesburg North [JN]: Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017
Head Office [HO]: Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001

CLOSING DATE: 14 December 2018

NOTE: Application must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date, please accept that your application was unsuccessful.

OTHER POSTS

POST 48/211: DEPUTY DIRECTOR: LEARNING AND TEACHING SUPPORT MATERIAL REF NO: HO2018/12/01
Directorate: E-Learning

SALARY: R697 011 per annum (All-inclusive package)
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate recognized three-year National Diploma/ Degree or relevant three-year qualification. At least a minimum of five years’ experience in learning and teaching support material, which three years must be at an Assistant Director level. A very good understanding and knowledge of Curriculum and Learning Teaching Support Material procurement processes will be a distinct advantage. Demonstrative ability to use relevant educational information systems for planning, monitoring and reporting. Above average applied knowledge of project management. Sound operational planning and management skills. Advanced computer skills in MS Office software (Access, Excel and Outlook) and other relevant software a must. Excellent communication (verbal and written) skills and the ability to proof-read and edit documents. Good and functional knowledge of government prescripts and procurement processes. Knowledge of monitoring and evaluation as well as reporting system and processes. Knowledge of Educational framework and policies. Knowledge and understanding of the Department’s Annual Performance Plan (APP), Public Finance Management Act 1999, Schooling 2025, the Action Plan (2014 and the Minister’s Delivery Agreement. Understanding of the curriculum as well as excellent data and information management skills. Ability to develop and manage electronic systems. Ability to work independently and under pressure as well as adhere to deadlines. Strong leadership, negotiation and facilitation skills. Good interpersonal relations and the ability to handle pressure. Willingness to work extensive hours and travel. A valid driver’s license is non-negotiable.

DUTIES: The incumbent will be responsible for the following: Manage the e-Learning/e-LTSM operations at Head Office, in a matrix environment; oversee the sub-directorates operations in terms of e-LTSM provisioning, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements within the Education sector. Manage all processes around the decentralized development of e-LTSM (develop Terms of Reference for the submission and evaluation of e-LTSM as well as manage submissions and the evaluation of e-LTSM and development of National Catalogues). Manage all processes around the centralized development of e-LTSM (Development of project management plans and manage project implementation). Undertake strategies and financial planning for e-LTSM projects and activities. Manage the development and implementation of e-LTSM electronic...

ENQUIRIES
: Mr. Andrew Mentor Tel No: 084-6576544

POST 48/212
: DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES REF NO: JN2018/12/02
Sub Directorate: Transversal Human Resource Services

SALARY
: R697 011 per annum (All-inclusive package)
CENTRE
: Johannesburg North District
REQUIREMENTS
: An appropriate recognized three-year National Diploma/ Degree in Human Resource Management. At least a minimum of five years’ experience in human resources administration, which three years must be at Assistant level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver’s license is required.

DUTIES
: Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfil the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-edit and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.

ENQUIRIES
: Mr Sipho Mkhulisi Tel No: 011 694 9378

POST 48/213
: ASSISTANT DIRECTOR: SERVERS & STORAGE MANAGEMENT REF NO: HO2018/12/03
Directorate: IT Support Services

SALARY
: R356 289 per annum
CENTRE
: Head Office, Johannesburg
REQUIREMENTS
: An appropriate three-year National Diploma/ Degree or equivalent qualification in Information Technology (networks-routing, switching) plus 3-5 years working experience in network, server and storage management. Knowledge of LAN/WAN Support, Microsoft platform, Project Management, knowledge of Legislative Framework within the Public sector. Knowledge of IT Policies, Knowledge of Technical Support. Skills required: Strong IT Technical skills, Ability to detect and resolve users queries on time. Be able to work independently as well as teamwork, telephone etiquette, good customer relationship management. understanding of how the government systems and application operation e.g SA SAMS Advance network support and maintenance experience with relevant network certificate e.g CCNA or equivalent. A valid driver’s license.
DUTIES: To provide an efficient and effective management of LAN and WAN at (DGE Schools). Successful candidate will be responsible for administration and maintenance of local area network, keep and maintain the network diagrams and manage all network incidents and report on them. To monitor of WAN availability, reporting and acknowledgement of downtime and communicating within 2 hours. Ensure mandatory good practice. To create network procedures, policies and guidelines. To keep records of updated cabling diagrams. Ensures compliance of bandwidth management and farewell policies. To manage network security throughout GDE school’s ICT Infrastructure. Ensure network security, patch compliance, report on monthly risk vulnerability and changes, planning, and performance issues. To manage, monitor and report on IT related special projects. Distribute of dongles and manage LAN connectivity at the smart schools. Ensure that there is always connectivity at the technology devices to school and Hardware Asset Management.

ENQUIRIES: Mr Sipho Kunene Tel No: 011 639 8400

POST 48/214: ASSISTANT DIRECTOR: PROJECT COORDINATOR REF: HO2018/12/04
Directorate: Vocational Development Programmes (VDP)

SALARY: R356 289 per annum
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent three year recognised qualification at NQF 6 with relevant experience in vocational, occupational and technical programmes and three (3) years relevant experience in skills development and placement and placement of learners in the industry for artisanal development. Good understanding of post schools education and training sector including TVET education, skills development, enterprise development, technical and vocational training issues; Demonstrate knowledge of relevant legislative frameworks, policies and procedures pertaining to skills development/HRD including and not limited to Public Service Act, PFMA, QCTO, NSDS III, NAMB. Competencies Required: Good communication skills (verbal and written) decision making skills, relationship building, teamwork, problem solving, stakeholder relations management, report writing skills, analytical skills. Ability to work under pressure and meet deadlines. Ability to work independently. Excellent communication skills both written and oral, report writing, skills, strong organisational and problem solving skills; Ability to develop and maintain positive relationships with stakeholders, both internal and external. A valid South Africa driver’s license is required.

DUTIES: Coordination and facilitation of Vocational Development Programmes (VDP) in the Gauteng Province. Sourcing unemployed youth in the Gauteng Province. Facilitation of youth placement in the industry and within GPG Departments. Monitoring and Evaluation of training at workplaces and training centres. Assist the Project Manager in the drafting and issuance of project proposals, RFP’s, tenders, budget, cash flows and preliminary schedules. Attend client meetings and assist with determination of project requirements. Effectively and accurately communicate relevant project information to project team and management. Review field inspection report from service providers throughout the lifecycle of the project. Keep Project Manager (PM) and others informed about the project status and issues that may impact client relation.

ENQUIRIES: Ms Palesa Matseba Tel No: 011 556 9016

POST 48/215: ASSISTANT DIRECTOR: LEARNING AND TEACHING SUPPORT MATERIAL REF NO: HO2018/12/05
Directorate: E-Learning

SALARY: R356 289 per annum
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate recognized three-year National Diploma/ Degree or relevant three-year qualification plus 3 - 5 years’ relevant experience, which 3 years being at supervisory level. A very good understanding and knowledge of Curriculum and LTSM procurement processes will be a distinct advantage. Demonstrative ability
to use relevant educational information systems for planning, monitoring and reporting. Above average applied knowledge of project management. Sound operational planning and management skills. Advanced computer skills in MS Office software (Access, Excel and Outlook) and other relevant software a must. Excellent communication (verbal and written) skills and the ability to proof-read and edit documents. Good and functional knowledge of government prescripts and procurement processes. Treasury regulations, PFMA and office administration. Ability to perform routine tasks, ability to operate computer (hardware and software) and ability to work under pressure. Interpersonal relations, problem solving and maintaining discipline, formulating and editing conflict resolution. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed is a requirement. Valid Driver's licence is required.

**DUTIES**: Co-ordinate the development of the e-Learning LTSM Plan in line with the allocated budget. Document management. Manage all processes around the decentralized development of e-LTSM (develop Terms of Reference for the submission and evaluation of e-LTSM as well as manage submissions and the evaluation of e-LTSM and development of National Catalogues). Assist and manage all processes around the centralized development of e-LTSM (Development of project management plans and manage project implementation). Assist to undertake strategies and financial planning for e-LTSM projects and activities. Assist and manage the development and implementation of e-LTSM electronic systems. Assist and manage all data related functions of e-LTSM provisioning. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget and document management. Supervise staff.

**ENQUIRIES**: Mr. Andrew Mentor Tel No: 084-6576544

**DEPARTMENT OF E-GOVERNMENT**

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

**APPLICATIONS**: All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

**CLOSING DATE**: 14 December 2018

**NOTE**: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV and originally certified copies of qualifications with a SA ID document, (certification should not be more than 6 months old). Failure to submit all requested documents will result in the application being disqualified.

**OTHER POSTS**

**POST 48/216**: DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: REFS/003486
Directorate: Monitoring & Evaluation

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

**CENTRE**: Johannesburg

**REQUIREMENTS**: Matric certificate plus a Bachelor's Degree/National Diploma in Business, Management or related 3-year tertiary qualification (NQF 6) with a minimum of 3-5 years in a strategy management field relating to Performance management and
reporting OR Matric plus 7-8 years’ experience in strategy management field relating to performance management and reporting.

**DUTIES**

Develop, implement and manage a departmental monitoring and evaluation framework and systems. Collect, collate and analyse information for purposes of timeous and accurate quarterly and annual reporting to stakeholders. Conduct routine Quality Assurance checks on data. Ongoing collection, collation, verification and storage of evidence files against outputs. Conceptualise Evaluation studies, Development of an Evaluation plan for approval, Commission an Evaluation, manage the evaluation process and use of evaluation findings for programme improvement.

**ENQUIRIES**

Mr. Oscar Baloyi Tel No: (011) 689 4648

**POST 48/217**

**OFFICE MANAGER: HOD’S OFFICE REF NO: REFS/003519**
Branch: HOD’s Office

**SALARY**

R697 011 per annum (All-inclusive remuneration package)

**CENTRE**

Johannesburg

**REQUIREMENTS**

Matric plus a Secretarial/Office Administration Diploma or equivalent qualification with 3-5 years’ experience in secretarial/administration or Matric plus 7-8 years’ experience in secretarial/administration.

**DUTIES**

To render an efficient and professional front-end administrative support service to the Head of Department in a work environment where secretarial support to the manager needs to be performed at an advanced level. Strategic office administration and document management. Team administration support. Stakeholder/customer liaison. Meeting management. Secretarial and reception team management. Liaise with the: Head of Department, Senior Managers / Supervisors / Team Leaders and other Departments – HOD, Executive Team Members.

**ENQUIRIES**

Mr. Oscar Baloyi Tel No: (011) 689 4648

**NOTE**

The secretarial role in this post will be performed in an environment where it is required that the functions be performed at an advanced level. The job demands that the incumbent exercises discretion and work without close supervision. Furthermore, the job requires an in-depth knowledge of the relevant prescripts, procedures and the work environment.

**POST 48/218**

**ASSISTANT DIRECTOR: COPYWRITING AND NEW MEDIA REF NO: REFS/003520**
Directorate: Strategy and Media Liaison

**SALARY**

R356 289 per annum (plus benefits)

**CENTRE**

Johannesburg

**REQUIREMENTS**

Matric plus minimum of National Diploma in Journalism/Marketing/Communication or related with 2-3 years’ experience in communication or Matric plus 6-7 years’ experience in communication.

**DUTIES**

The incumbent will identify, select and acquire information for the Department’s digital platforms. Research, collate, write and upload on the department’s website, intranet and social media content. Knowledge and use of content management systems, updating and maintaining website, intranet and social media content. Maintain quality control across the organisation’s digital platforms. Maintain formal and informal relationships with internal and external stakeholders. Coordinating web related and social media projects and activities, promote the department’s social media campaigns. Evaluating website, intranet and social media and making recommendations. Enhance the organisation’s digital platforms as a communication tool. Assist with other communications projects as directed.

**ENQUIRIES**

Mr. Oscar Baloyi Tel No: (011) 689 4648

**POST 48/219**

**ASSISTANT DIRECTOR: DESKTOP SUPPORT REF NO: REFS/003508 (X2 POSTS)**
Branch: ICT

**SALARY**

R356 289 per annum (plus benefits)
**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus a minimum of National Diploma in Information Technology with 2 – 3 years’ experience in desktop support environment or Matric plus 6 – 7 years’ experience in a desktop support environment. Some experience in a volume driven processing centre environment will be an advantage.

**DUTIES** : Lead DTS team to perform Desktop application support service. Lead DTS team to perform Desktop technology support service. Lead DTS team to the coaching and mentoring of leaderships. Ensure satisfied user community. Lead DTS team to perform technical support of transversal applications. Management of information. Lead DTS team to perform hardware, software, and application installations, configuration and upgrades. Lead DTS to manage hardware, software, and application problems, and installations. Interpret and translate customer requirements. Perform quality checks. Ensure satisfied user community. Provide desktop support. Perform problem Resolution. Document problems and resolutions. Communicate with DTS team and users. Perform quality checks.

**ENQUIRIES** : Ms. Portia Makotwane Tel No: (011) 689 8898

**POST 48/220** : SENIOR PRACTITIONER: DESKTOP SUPPORT REF NO: REFS/003507
Directorate: Infrastructure

**SALARY** : R299 709 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus a minimum of National Diploma in Information Technology with 1 - 2 years’ experience in IT/DeskTop Support environment or Matric plus 5 - 6 years’ experience in IT/DeskTop Support environment. Microsoft MCSE or MCSA will be an added advantage. Working knowledge of Microsoft Windows as well as various software packages including Microsoft Office. Excellent IT skills and computer literacy. Previous Experience within a customer service role.

**DUTIES** : To provide support end-user devices, software and applications. Responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all our users with any logged IT related incident when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents and upgrade different types of software and hardware. Resolve incidents with printers, copiers and scanners. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service requests and enable users to become more self-sufficient.

**ENQUIRIES** : Mr Themba Psungo Tel No: (011) 689 6980

**POST 48/221** : SENIOR ADMIN OFFICER: JUNIOR CONSULTANT ERP TECHNICAL SUPPORT REF NO: REFS/003503
Directorate: Applications Competency Centre

**SALARY** : R299 709 per annum (plus benefits)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric Plus National Diploma/Degree in Information Technology/ Commerce with 1-2 years’ relevant ERP experience. OR Matric with 5-6 years’ relevant ERP experience. The incumbent must have worked within ERP Implementation methodology such as ASAP and must have SAP ERP Authorisation experience. Relevant SAP ERP Authorisation Certification an added advantage.

**DUTIES** : Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participates in the development of appropriate
system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve the performance. Assist in testing, modifying and documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with project team to develop migration programs for from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high priority activities.

ENQUIRIES: Mr Themba Psungo, Tel No: (011) 689 6980

POST 48/222: SENIOR ADMIN OFFICER: JUNIOR CONSULTANT ERP CRM REF NO: REFS/003505
Directorate: Applications Competency Centre

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Matric Plus National Diploma/Degree in Information Technology with 1-2 years’ relevant ERP experience OR Matric with 5-6 years’ relevant ERP experience. The incumbent must have worked within ERP Implementation methodology such as ASAP and must have SAP CRM & SAP ITSM configuration experience. Relevant ERP qualification would be an added advantage.

DUTIES: Work within a project team solving product problems or performance issues. Assist in the determining and development of functional system specifications. Analyse business problems and participates in the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design and development of system changes. Assist in evaluating system performance and in making recommendations to improve the performance. Assist in testing, modifying and documenting system design. Participate in workshops and presentations to validate business requirements and solutions with the end user community. Assist in identifying, documenting, and resolving system performance issues. Participate in the creation of required documentation. Provide technical system support to user groups where required. Work with project team to develop migration programs for from old to new system platforms. Execute performance testing and validating of results through reporting. Manage multiple high priority activities.

ENQUIRIES: Mr Themba Psungo Tel No: (011) 689 6980

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Environmental Health Practitioner Grade 1 Ref No: EHP/ENVIR/001/11/18 (X4 Posts) (Helen Joseph hospital, Sterkfontein hospital, Sizwe hospital and George Mukhari Hospital) advertised in Public Service Vacancy Circular 46 dated 16 November 2018, The candidate must have completed one-year Community Service NOT only in Gauteng. The post of Mortuary Attendant with Ref No: MOTATT/KPTH/08/11/18 (Kalafong Provincial Tertiary Hospital) advertised in Public Service Vacancy Circular 46 dated 16 November 2018, the Minimum education requirement has been added: Grade 10 or equivalent.

OTHER POSTS

POST 48/223: MEDICAL OFFICER
Directorate: Polyclinic

SALARY: R780 612 – R1 035 831per annum (all-inclusive package)
Grade 1: Ref No: MO/HJH/01/11/18 MO
Grade 2: Ref No: MO/HJH/02/11/18 MO
Grade 3: Ref No: MO/HJH/03/11/18 MO
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Grade 1: MBCHB degree or equivalent, valid Current registration with HPCSA as Medical Practitioner, no experience required. Grade 2: MBCHB degree or equivalent, valid Current registration with HPCSA as Medical Practitioner, Experience: 5-year experience as a Medical Practitioner. Grade 3: MBCHB degree or equivalent, valid Current registration with HPCSA as Medical Practitioner, Experience: 10-year experience as a Medical Practitioner BLS, ACLS, ATLS certificates will be an added advantage.

DUTIES : Knowledge, skills, training and competencies required Sound knowledge and clinical skills in General Medicine with focus on chronic medical conditions Sound Knowledge in Family Medicine as well as acute medical and surgical emergencies. Good communication and interpersonal skills, Ability to triage, assess, diagnose, manage patients’ conditions and refer to higher or lower level of care if deemed necessary, Problems solving skills. Participate in CPD activities, Clinical Audits, MM meetings, Patients safety incidents reporting, complaints Management and Quality Improvement Plans. Training and supervision of Junior staff 3. Key Performance areas. Ability to provide high quality patient-centered care to all patients attending Helen Joseph Polyclinic according to guidelines and protocols. Ability to adhere to Provincial referral Policy, up referral and down referrals, Ensure the provision of continuity of care for patients to better outcomes. Ability to keep medical records in line with the Provincial Policy and Guidelines. Adhere to ethical values that govern the medical profession. Participate in compulsory commuted overtime in Emergency Department.

ENQUIRIES : Dr DR Monika, Monika@gauteng.gov.za Tel No: 011489 0974/ 0364
APPLICATIONS : Applications should be submitted at Helen Joseph Hospital HR department No. 1 Perth Road Aucklandpark or posted to Private Bag X47 Aucklandpark 2006
NOTE : Kindly take note that successful candidates will be subject to security clearance, Citizenship verification and any other Recruitment and Selection compliance measures. Applications to be submitted on a signed and dated Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Applications should have annual HPCSA renewal and HPCSA certificate attached and certified. All documents to be certified.

CLOSING DATE : 14 December 2018

POST 48/224 : CLINICAL PSYCHOLOGY REF NO: HRM 49/2018
Directorate: Psychiatry

SALARY : R674 892 per annum plus benefits

CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Registration with the HPCSA as a Clinical Psychologist. Previous experience in a Psychiatric Hospital will be a recommendation.

DUTIES : Perform clinical, academic and administrative duties as required by the service delivery needs of the department. Service delivery for adult patients as inpatient and outpatients at Steve Biko Academic Hospital as a Clinical Psychologist

ENQUIRIES : Dr. GP Grobler Tel No: (012) 354 3191
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3
NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 14 December 2018

POST 48/225 : PHARMACIST GRADE 1 REF NO: PHARM 02/2018
Directorate: Pharmacy Department

SALARY : R655 980 (all-inclusive package)

CENTRE : Kopanong Hospital
REQUIREMENTS : Current registration with the SACP as a pharmacist with proof of payment of annual fees. Good interpersonal relation skills, excellent team work skills, time management, problem solving, decision making, team building and people’s skills.
Highly motivated and enthusiastic to contribute to pharmacy services. The ability to work under pressure and overtime where required.

**DUTIES**
Supervise, assist with and manage the control of stock both in ordering, receiving and distribution of finished products of schedule 1 to schedule 6 in accordance with the standard operating procedures and legislation. Supervise, assist with and manage the compounding, manipulation or preparation of non-sterile medicine or scheduled substances according to a formulae and standard treatment guidelines approved by the Responsible Pharmacist. To record all transactions in accordance to the standard operating procedures. Good pharmacy practice as published in the rules of the council must be adhered to at all times. Implementation of the standard operating procedure, good pharmacy practice, norms and standards as well as National Core Standards policies. Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties of the pharmacy. Maintain quality standards and other departmental policies. Perform duties assigned by Responsible Pharmacist and Management.

**ENQUIRIES**
MS A Rademan Tel No: 016 428 7165

**APPLICATIONS**
Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.

**NOTE**
Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

**CLOSING DATE**
14 December 2018

**POST 48/226**
HEAD OF DEPARTMENT (PNDIII) REF NO: HOD/SGLNC/03/11/18
Directorate: Nursing Education and Training

**SALARY**
R548 436 – R635 778 per annum (plus benefits)

**CENTRE**
SG Lourens Nursing College

**REQUIREMENTS**
Registration with the South African Nursing Council (SANC) in terms of Government Notice 425 (i.e. diploma / degree in Nursing) as a Professional Nurse. Bachelor’s degree/ diploma in Nursing Education and Management. Master’s degree and specialty in Midwifery. Valid driver’s licence to drive a code B manual motor car. Computer literacy in MS Office and sound communication skills. A minimum of 9 years’ appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after registration in the said specialty. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. Knowledge and understanding of Nursing Code of Ethics and Professional Practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standards of Practice and Scope of Practice. Knowledge of Human Resource and Finance matters. In-depth knowledge of Public Service prescripts, Acts and Legislation.

**DUTIES**
Coordinate the provision of education and training of student nurses. Manage clinical learning exposure to learners between College and Clinical areas. Participate in daily management of the College. Coordinate and facilitate Nursing Education and Training of students. To perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Develop and ensure implementation of quality assurance programmes. Manage, orientate, supervise and appraise staff members. Manage and participate in the management of the College Budget. Collaborate with stakeholders and build a sound relationship within the Department. Provide academic support to students. Supervise marking and moderating theoretical and practical examinations.

**ENQUIRIES**
Ms J.E. Malobola, Tel No: (012) 319 5601

**APPLICATIONS**
Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theorenehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001

**NOTE**
Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Applicants will be
subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference.

CLOSING DATE: 14 December 2018

POST 48/227

HEAD OF ACADEMIC DEPARTMENT–PND3- GENERAL NURSING SCIENCE
Directorate: Nursing Education and Training

SALARY: R548 436 per annum (plus benefits)

CENTRE: Chris Hani Baragwanath Nursing College

REQUIREMENTS:
Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. bachelor’s Degree/Diploma in Nursing Education. Computer literacy in MS Office. Minimum of 9 years’ appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education. Experience in theory and clinical facilitation and assessment. Knowledge of procedures and processes related to Basic Nursing Programmes. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards and Scope of Practice. Knowledge of Human Resources and Finance management. In depth knowledge of current changes/developments in Nursing Education; Public Service Prescripts; sound communication skills. Experience in planning, organising, leading and controlling. A valid Driver’s licence.

DUTIES:
The successful candidate will be responsible for, amongst others, the following specific tasks: Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure of students at clinical practice. Develop and monitor implementation of quality assurance programmes. Orientate, support, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes (theory and clinical practice). The incumbent will also be required to supervise and moderate the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research work relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Ability to participate in daily management of the College and oversee the supervision of students.

ENQUIRIES:
Ms. N.E Ntsele, Tel No: 011 983 3009
Ms. P.C. Sithole Tel No: 011 983 3002

APPLICATIONS:
Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at www.gautengonline.gov.za.

NOTE:
All applications must be submitted with a Z83 form, a C.V and Certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNPs). Incomplete applications or applications received after closing date will not be considered.

CLOSING DATE: 14 December 2018

POST 48/228

OPERATIONAL MANAGER - SPECIALTY (MATERNITY) REF NO: NURS 03/2018
Directorate: Nursing

SALARY: R532 449 per annum (All-inclusive remuneration package)

CENTRE: Kopanong Hospital
REQUIREMENTS : Degree or Diploma, i.e. Basic R425 qualification in nursing that allows registration with SANC as a Professional Nurse and Midwife. Nine or more years appropriate experience as a nurse after registration with SANC. Five years of the period referred above must be appropriate / recognizable experience in maternity after obtaining the one year post basic qualification. The candidate must also have a post basic diploma in Advanced Midwifery that is registered with SANC.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyse statistics. Provide a plan for effective training and development.

ENQUIRIES : MS M. E. Polo Tel No: (016) 428 7130
APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.
NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.
CLOSING DATE : 14 December 2018

POST 48/229 : OPERATIONAL MANAGER - SPECIALTY (THEATRE) REF NO: NURS 04/2018
Directorate: Nursing

SALARY : R532 449 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Nine or more years appropriate experience as a nurse after registration with SANC. Five years of the period referred above must be appropriate / recognizable experience in theatre after obtaining the one year post basic qualification. The candidate must also have a post basic diploma in Operating Theatre Nursing Science that is registered with SANC.

DUTIES : Coordinate optimal, holistic, specialized nursing care with a set standard and within a professional, legal framework. Manage effectively the supervision and satisfaction of resources. Coordinate the provision of effective nursing and research. Provide effective support to nursing services. Maintain professional growth / ethical standard and self-development. Knowledge and impact of the National Core Standards on service delivery. Demonstrate good leadership skills, organizational, decision making and problem solving. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Promote and maintain constructive working relationships with nursing and other stakeholders. Supervise and ensure the provision of an effective and efficient patient care. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyse statistics. Provide a plan for effective training and development.

ENQUIRIES : MS ME Polo Tel No: (016) 428 7130
APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.
NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.
CLOSING DATE : 14 December 2018

POST 48/230 : OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT NEUROLOGY REF NO: HRM 50/2018
Directorate: Nursing

SALARY : R420 318 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma / degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate /recognizable experience in
nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. Valid EB driver’s license.

**DUTIES**: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders i.e. inter-professional, inter-sectoral, and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth ethical standards and development of self and subordinates.

**ENQUIRIES** : Mrs. AM Mowayo Tel No: (012) 354 1300

**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 14 December 2018

**POST 48/231** : OPERATIONAL MANAGER (GENERAL STREAM) REF NO: TDH03/2018 (X2 POSTS)

Directorate: Nursing

**SALARY** : R420 318 – R473 067 per annum (Plus benefits)

**CENTRE** : Tshwane District Hospital

**REQUIREMENTS** : Grade 12. Basic qualification accredited with South African Nursing Council as a professional nurse in terms of government notice R425 qualification (i.e. degree/diploma in Nursing Science, General, Midwifery, Community Nursing Science and Psychiatric). A minimum of 7 years appropriate/recognizable experience in Nursing after registration as a professional Nurse with SANC in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Proof of current registration with SANC. Experience in patient care, computer literate (MS Excel, MS word and MS PowerPoint), driver’s licence will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Ability work under pressure.

**DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordination of required nursing care which id compliance with standards set by the service and professional framework. Participate in management and utilize physical, financial and human resource to fulfil operational and developmental function in accordance with legislation and policies. Ensure that participate in research related activities are evident in the practice. Maintain constructive working relationship with nursing and other stakeholders. Participate in CPD implementation and training. Maintain professional growth ethical standards and development of self and staff members in the unit. Be in charge of the hospital in the absence of the senior managers (After hours and Weekends)

**ENQUIRIES** : Mrs Motlhaga DS Tel No: 012-354 7600

**APPLICATIONS** : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001or Candidates should apply directly to the Hospital in HR Department.

**CLOSING DATE** : 14 December 2018
POST 48/232 : LECTURER PNDI / PNDII: GENERAL NURSING SERVICE (X5 POSTS)
Directorate: Nursing Education and Training

SALARY : R362 559 – R420 318 per annum (plus benefits) Ref No: LECPND1/SGLNC/01/11/18
R445 917 – R581 826 per annum (plus benefits) Ref No: LECPND2/SGLNC/02/11/18

CENTRE : SG Lourens Nursing College

REQUIREMENTS : PNDI: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years’ appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1 year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver’s licence. Computer literacy in MS Office and sound communication skills. Good supervisory skills, report-writing and presentation skills. The ability to work in a team and under pressure. PNDII: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post-basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years’ appropriate/recognisable 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/recognisable experience in nursing education after obtaining the 1-year post-basic qualification in the relevant specialty (less 1 year’s experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver’s licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.

DUTIES : Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the College by serving on committees, attending and participating in meetings and College activities. Promote the image of the College. Implement assessment strategies to determine student’s competence. Participate in research on Nursing Education.

ENQUIRIES : Ms J.E. Malobola Tel No: (012) 319 5601

APPLICATIONS : Application documents must be submitted to SG Lourens Nursing College, Cnr Soutpanberg Road & Theodorehove, Pretoria or SG Lourens Nursing College, Private Bag X755, Pretoria, 0001

NOTE : Application must be completed fully on Z83 form, certified copies not older than three (3) months of all required documents must be attached. Applicants will be subjected to a pre-employment Medical Surveillance. The institution reserves the right not to appoint. Persons with disabilities will receive preference.

CLOSING DATE : 14 December 2018

POST 48/233 : ASSISTANT DIRECTOR- FACILITY MANAGEMENT UNIT (FMU) REF NO: 05/2018
Directorate: Administration

SALARY : R356 289 per annum (plus benefits)

CENTRE : Kopanong Hospital

REQUIREMENTS : Appropriate Degree or National diploma in Electrical/Mechanical/Building with more than 5 years’ experience of which 2 years should be at supervisory level. Qualification in project management will be an advantage. Candidate must have knowledge of facility management, inspection, presentation and analytical skills. Have an understanding of managing Facility management services in a hospital environment. Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Be
literate in computer, MS Excel and Power Point. Be excellent in time management and organizational skills. Good communication skills (verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. A valid driver’s license.

**DUTIES**

Ensure overall management of Facility Management Unit, parking, accommodation, garden services, Cleaning, security, waste management and DID – Artisans (electrical, mechanical, building, Plumbing and Carpentry). Supervise and manage resources in Facility Management Unit. Ensure Communicating and Liaising with the relevant inspectors and staff from DID and Central Office infrastructure. Attend FMU and DID Meetings and compile weekly, monthly and quarterly report. Participate in inter and Intradepartmental Committees that deals with FMU issues. Be responsible for performance, appraisal and development of staff. Ensure Achievement of strategic objectives of the component by ensuring suitable Infrastructure and day to day Maintenance budget by monitoring and reporting expenditure. Ensure the Implementation of FMU practices, Guidelines and policies. Be responsible for implementation of Occupational Health and Safety Act. Participate in the development of strategic and operational plans for facility management sections. Attend meetings for Projects and strategic planning. Attend to human resource matters; do record keeping and statistics, compile and Submit reports. Plan and implement training programs for staff. Perform any duties as delegated by Management.

**ENQUIRIES**

DR A M Kgomojoo Tel No: (016) 428-7112

**APPLICATIONS**

Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.

**NOTE**

Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

**CLOSING DATE**

14 December 2018

**POST 48/234**

**ASSISTANT DIRECTOR – SUPPLY CHAIN MANAGEMENT REF NO: ASDSCM/PWH/01/11/18**

Directorate: Supply Chain Management

**SALARY**

R356 289 – R419 679 per annum (plus benefits)

**CENTRE**

Pretoria West Hospital

**REQUIREMENTS**

Grade 12 with Diploma/Degree in Commerce or Public Administration or Logistical Management or Supply Chain Management. 5 – 10 years experience in Supply Chain Management. A minimum of 3 – 6 years supervisory experience in procurement and Assets. Knowledge and Skill: Knowledge and practical experience of Supply Chain Management Framework, PFMA and Treasury Regulations, code of conduct. Contract Management and all other related prescripts. Professional Conduct and Integrity. Good communication and interpersonal relation. Planning, organizing, problem solving and report writing skills. Advanced computer literacy. Project management will be additional benefit. A valid driver’s licence.

**DUTIES**

Oversee and manage the Supply Chain and Assets functions. Ensure effectiveness and efficiency in implementing SCM policies and procedures; maintain appropriate systems and internal controls to improve service delivery. Monthly reconciliation process between the relevant Financial system. Advice in terms of Bid specifications. Ensure functionality of Supply Chain Committees. Effective implementation of approved, costed essential equipment and maintenance plans. Compliance to National Core Standards and the turnaround strategy issues relevant to SCM. Effective Human Resource Development of the section. Attend weekly and monthly EXCO meetings. Prepare and submit consolidated monthly, quarterly and annual reports to the CEO. Maintain ethical and professional conduct.

**ENQUIRIES**

Dr HM Mosoane Tel No: (012) 380 1203

**APPLICATIONS**

Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
NOTE: Applications must be submitted on a Z83 form with attached recently updated CV, certified copies of all qualifications, and ID.

CLOSING DATE: 14 December 2018

POST 48/235: SOCIAL WORKER GRADE 1-3
Directorate: Social Work Department

SALARY:
- Grade 1: R242 553 per annum plus benefits Ref No: HRM 51/2018
- Grade 2: R298 299 per annum plus benefits Ref No: HRM 52/2018
- Grade 3: R363 507 per annum plus benefits Ref No: HRM 53/2018

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS:
- BA Degree in Social Work. Registration with the South Africa Council for Social Service profession as a social worker. Grade 1 no experience needed, Grade 2 with a minimum of 10 years appropriate experience in social work after registration as a social worker with the SACSSP and Grade 3 with minimum of 20 years appropriate experience in social work after registration as a social worker with the SACSSP. To have knowledge of welfare policies and legislation. To have computer literacy and a valid driver’s license.

DUTIES:
- Provide Social Work Services to patients and their families using case work, group work and community work. Compile reports (process and psychological reports). Lead and participate in multidisciplinary teams. Attend weekly supervision. Network with team members, communities and resources in the community to assist the client population effectively. Effective administration skills, record-keeping and completion of compulsory statistics.

ENQUIRIES: Mrs. NA Mashego Tel No: (012) 354 1212

APPLICATIONS: Steve Biko Mashego Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 14 December 2018

POST 48/236: HR OFFICER REF NO: HROFF/PWH/0003/11/18
Directorate: HR Department

SALARY: R242 475 - R285 630 per annum (plus benefits)

CENTRE: Pretoria West Hospital

REQUIREMENTS:
- Grade 12 with at least 5-10 years’ experience in HR Department or a HR Degree/Diploma with 3 to 5 years’ experience in a HR Department. Must be trained and have working experience on the Persal System. Must be Computer Literate. Must have good written and verbal communication Skills. Must be knowledgeable on the Public Service Act and Regulations, Public Finance Management Act, Collective Agreements, OSD Requirements, Code of Conduct, Core Standards and Policies.

DUTIES:
- Manage and co-ordinate Human Resource administration matters within the Institution to contribute to the rendering of Professional Human Resource Management Service. Supervise the implementation and maintenance of Human Resource Administration practices concerning service benefits, salary administration, leave administration, core standards. Address Human Resource Management enquiries to ensure the correct implementation of Human Resource Management practices. Provide inputs on the development/amendments of guidelines/policies/standard operation procedures implemented in the Institution. Inform, guide and advise Departments/personnel on HR Administration matters. Management of training, monitoring and development of subordinates, work allocations and effective implementation of performance management. Management and assuring the quality of HR Information and the promotion of information distribution process’ sub-ordinate and conduct investigation of HR related problems and advising Management thereof. Oversee, maintain and monitor an effective HR Information System, including HR Databases, RWOPS and absenteeism profile. Responsible for discipline within HR Department. Report
on statistics on HR related matters and delegations. Approval of leave and overtime in the personal system.

ENQUIRIES : Ms GM Modutoane Tel No: 012 380 1213
APPLICATIONS : Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
NOTE : Applications must be submitted on a Z83 form with attached recently updated CV, certified copies of all qualifications, and ID.
CLOSING DATE : 14 December 2018

POST 48/237 : PHARMACIST_BASIC_ASSISTANT_POST_REF_NO: PHARM_01/2018 (X3 POSTS)
Directorate: Pharmacy Department

SALARY : R196 218 (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Current registration with the SACP as a Post Basic Pharmacist Assistant with proof of payment of annual fees. Basic communication skills (verbal and written). Good interpersonal relationship skills, good calculation and computer skills. Excellent team work skills, time management, problem solving, decision making, team building and people’s skills. Highly motivated and enthusiastic to contribute to pharmacy services. The ability to work under pressure.

DUTIES : Assist the Pharmacy team in the running of the Pharmacy including one clinic pharmacy on the premises. Assist with the control of stock both in ordering, receiving and distribution of finished product of schedule 1 to schedule 5 in accordance with the standard operating procedure and legislation. To assist with the compounding, manipulation or preparation of non-sterile medicine or schedule substances according to a formulae and standard treatment guidelines approved by the responsible Pharmacist. To record all transactions in accordance to the standard operating procedures. Good pharmacy practice as published in the rules of the council must be adhered to at all times. Implementation of the standard operating procedure, good pharmacy practice, norms and standards. Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties of the pharmacy. Perform duties assigned by supervisors. Maintain quality standards and other departmental policies.

ENQUIRIES : MS A Rademan Tel No: 016 428 7165
APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.
NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.
CLOSING DATE : 14 December 2018

POST 48/238 : PHARMACIST_ASSISTANT_POST_BASIC_GRADE 1_REF_NO: PHARMASST/PWH/0001/11/18
Directorate: Pharmacy ARV Unit

SALARY : R196 218 – R221 034 per annum (plus benefits)
CENTRE : Pretoria West Hospital
REQUIREMENTS : Post-Basic Pharmacist Assistant qualification that allows registration with the SACP as Pharmacist Assistant (Post-Basic). Registration with the SA Pharmacy Council as Pharmacist Assistant (Post-Basic). Must be computer literate and have good communication skills. Grade 1 less than 5 years’ experience.

DUTIES : Ensure an effective and efficient delivery of pharmaceutical services within the scope of practice of a Post Basic Pharmacist Assistant under the personal supervision of a Pharmacist. Perform general tasks for which the content/procedures are well established, and any legitimate task requested that is necessary for the provision of a quality pharmaceutical service. Control and update the manual documentation and database as per specific authorization. Record and analyze all required statistics according to a specified method. Receive, read and
check the prescriptions for legality, authenticity and validity. Prepare labels and pack pharmacy products, complete and maintain documentation and dispense medication under supervision of Pharmacist. Maintain the relevant documentation e.g. VA11. Determine the stock to be procured, identify outstanding orders and follow-up, monitor and maintain stock. Control and receive stock, pre-labeling of stock. Assist in stocktaking procedures. Responsible for the cleanliness of the pharmacy and security during waste removal.

ENQUIRIES: Ms T Monamme Tel No: (012) 3801249/1250
APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Neil Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

NOTE: Applications must be submitted on a Z83 form with attached recently updated CV, certified copies of all qualifications, and ID.

CLOSING DATE: 14 December 2018

POST 48/239: HUMAN RESOURCE CLERK REF NO: HR 07/2018
Directorate: Human Resources

SALARY: R163 563 per annum (plus benefits)
CENTRE: Kopanong Hospital
REQUIREMENTS: Grade 12 and must have completed internship in the Public Service. Must have Knowledge and be able to apply all relevant legislative framework and agreements. Good Communication Skills both verbal and written. Good interpersonal skills, problem solving, and good time management skills. Be computer literate. Diploma / Degree in Human Resource Management will be an advantage.

DUTIES: Administer the operations and functions of human resource in the institution. Implement conditions of service and benefits. Monitor the establishment. Do recruitment and selection, and secretariat functions during interviews. Capture transactions on Persal system and process other documents to Government daily. Provide accurate information/advice to all stakeholders. Address Human Resource administration enquiries, and perform any other duty delegated by the CPO/HR Manager.

ENQUIRIES: MS JD Mojelele, Tel No: (016) 428-7191
APPLICATIONS: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P bag X031, Vereeniging, 1930.

NOTE: Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

CLOSING DATE: 14 December 2018

POST 48/240: SUPERVISOR – GROUNDSMAN REF NO: SUPP 12/2018
Directorate: Support Services

SALARY: R136 800 per annum (plus benefits)
CENTRE: Kopanong Hospital
REQUIREMENTS: Abet 4 or Grade 10/12 or equivalent. A Minimum of two years’ experience in garden Services environment. Be Able to work under pressure. Be prepared to work shifts.

DUTIES: Oversee that the premises and surroundings are clean and safe. Ensure maintenance and replacement of garden equipment and tools. Ensure safety of equipment and tools. Make trip request when necessary for garden refuse. Supervise subordinates and perform administrative and related functions. Manage performance and development of staff. Provide guidelines and advice to gardeners. Develop and manage the attendance register.

ENQUIRIES: MS MMBV Lepota Tel No: (016) 428-7151
APPLICATIONS: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P bag X031, Vereeniging, 1930.

NOTE: Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.

CLOSING DATE: 14 December 2018
POST 48/241  :  DRIVER REF NO: ADM 06/2018  
Directorate: Transport

SALARY  :  R136 800 per annum (plus benefits)
CENTRE   :  Kopanong Hospital
REQUIREMENTS  :  Grade 10 with 2-3 years driving experience. Valid driver’s licence code 10/14 with valid Public drivers permit. Must be able to read and write. Must have knowledge of transport regulations, Batho Pele Principles and prepared to work shifts, weekends and public holidays. The successful candidate must be able to work in a team, be committed, loyal, respectful and good customer care attitude. Good Communication skills both verbal and written.

DUTIES  :  Timeous transportation of patients, staff and goods. Check level and condition of fuel oil, fuel, tyres and water at all times before using the vehicle. Complete log books, use petrol cards as prescribed by the Policy. Report accidents and identified defects to the supervisor as prescribed by the policy. Keep vehicles Clean and in good condition. Ensure proper safe keeping of the government vehicle and accessories at all Times. Perform messenger work. The driver will be expected to drive around Gauteng Province.

ENQUIRIES  :  MS TB Morule Tel No: (016) 428-7086
APPLICATIONS  :  Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.
NOTE  :  Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.
CLOSING DATE  :  14 December 2018

POST 48/242  :  FOOD SERVICE AID REF NO: FOOSERV/PWH/0002/11/18  
Directorate: Food Service Unit

SALARY  :  R115 437 ─ R135 981 per annum (Level 03) (plus benefits)
CENTRE   :  Pretoria West Hospital
REQUIREMENTS  :  Good communication (Verbal & written) skills. Abet or Grade 10 with 2 to 5 years' experience in food preparation, cleaning of mass production equipment, surfaces, dish washing and cleaning of floors in a food preparation facility. Applicants should have a basic knowledge and understanding of food safety and various hygiene practices necessary in the foodservice unit. Applicant should have an understanding of the Batho Pele Principles in relation to the food service unit. Must have interpersonal skills and some level of problem solving. Must be willing to work shifts, public holidays and weekends.

DUTIES  :  Cleaning the steam pots, meal preparation areas as well as cooking utensils before and after food preparation. Segregating food and general waste. Assisting the cooks with peeling and dishing up of patient's meals. Wear appropriate uniform and protective clothing. Work according to duty roster and leave procedures. Execute any lawful additional task issued by supervisory person. Relieve other staff members on request. Use domestic appliances to execute tasks. Report broken/lost equipment as well as any observed risks.

ENQUIRIES  :  Mrs MM Makatu Tel No: (012) 380 1294/93.
APPLICATIONS  :  Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.
NOTE  :  Applications must be submitted on a Z83 form with attached recently updated CV, certified copies of all qualifications, and ID.
CLOSING DATE  :  14 December 2018

POST 48/243  :  CLEANER REF NO: SUPP. 08/2018 (X13 POSTS)  
Directorate: Support Services

SALARY  :  R96 549 per annum (plus benefits)
CENTRE   :  Kopanong Hospital
REQUIREMENTS  :  Abet or Grade 7/8 or equivalent. Good communication skills and be able to work shifts, Including weekends and public holidays. Able to rotate when required. Be
honest and reliable. Good Physical strength and able to cope with the demands of
the position. Be able to work as a team.

**DUTIES**
Clean bathrooms, showers, toilets, wards or departments, passages and waiting
areas. Dust, Wash, scrub and polish floors, walls, windows, stairs, fire escapes,
side walls and anything as requested by The Supervisor. Clean equipment, wash
dust bins and remove waste including medical wastes and adhere To Health Care
Waste Management Policy. Operate heavy duty cleaning machines. Be prepared
to rotate within the scope of work and assist in messenger duties. Count clean and
soiled linen. Collect food trolleys. Dishing meals and cleaning utensils as per
infection control prescripts.

**ENQUIRIES**
Ms MMV Lepota Tel No: (016) 428-7151

**APPLICATIONS**
Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted
to P/bag X031, Vereeniging, 1930.

**NOTE**
Fully completed Z83, CV, certified copies of ID and qualifications not older than
three months. If you did not hear from us within three months consider your
application unsuccessful. People with disabilities are encouraged to apply.

**CLOSING DATE**
14 December 2018

**POST 48/244**
STORES ASSISTANT REF NO: STORES 09/2018
Directorate: Support Services

**SALARY**
R96 549 per annum (plus benefits)

**CENTRE**
Kopanong Hospital

**REQUIREMENTS**
Abet or Grade 7/8 or equivalent. Good communication skills. Be honest and
reliable. Good Physical strength and be able to cope with the demands of the
position. Be able to work as a team.

**DUTIES**
Assist warehouse clerk when issuing. Delivering of stock to the wards and other
departments within the Hospital. Assist transit clerk when receiving stock. Pack
stock and clean the store rooms. Act as a Messenger. Maintain confidentiality at
all times and perform any other duties as requested by the supervisor.

**ENQUIRIES**
Ms K Sello Tel No: (016) 428-7036

**APPLICATIONS**
Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted
to P/bag X031, Vereeniging, 1930.

**NOTE**
Fully completed Z83, CV, certified copies of ID and qualifications not older than
three months. If you did not hear from us within three months consider your
application unsuccessful. People with disabilities are encouraged to apply.

**CLOSING DATE**
14 December 2018

**POST 48/245**
LINEN ROOM ASSISTANT REF NO: SUPP. 10/2018
Directorate: Patient Activity

**SALARY**
R96 549 per annum (plus benefits)

**CENTRE**
Kopanong Hospital

**REQUIREMENTS**
Abet or Grade 7/8 or equivalent. Be Able to work under pressure and to work shifts,
including Weekends. Laundry experience will be an advantage.

**DUTIES**
Collect soiled linen from the wards daily. Deliver clean linen to the wards daily.
Packing, unpacking and counting of soiled and clean linen daily. Sluice soiled linen
daily. Pack the linen items Accordingly on the shelves. Wash small linen items.
Participate in stock count. Clean the whole Linen Room. Adhere to requirements
or changes from internally or externally. Adhere to all instructions from Senior
management.

**ENQUIRIES**
MS LP Phaswana Tel No: (016) 428-7111

**APPLICATIONS**
Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted
to P/bag X031, Vereeniging, 1930.

**NOTE**
Fully completed Z83, CV, certified copies of ID and qualifications not older than
three months. If you did not hear from us within three months consider your
application unsuccessful. People with disabilities are encouraged to apply.

**CLOSING DATE**
14 December 2018
POST 48/246 : PORTER REF NO: SUPP 11/2018 (X2 POSTS)
Directorate: Patient Activity

SALARY : R96 549 per annum (plus benefits)
CENTRE : Kopanong Hospital (MDR Unit)
REQUIREMENTS : Abet level 3 or Grade 10. Be able to work under pressure and prepared to work shifts, day and night including public holidays.
DUTIES : Transport patients to different service points within the hospital. Checking and ordering of the oxygen cylinders. Collecting of midnight returns and discharged patient's files from the ward on a daily basis. Respond promptly. Removal of corpses from the wards and admit them in the mortuary. Ensure that the corpses are entered in the register during admission and removal and signed for. Ensure that wheelchairs and stretchers are clean and safe for patient use all the time. Respond promptly to telephone messages and queries.

ENQUIRIES : MS LP Phaswana Tel No: (016) 428-7111
APPLICATIONS : Kopanong Hospital, HR office, 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930.
NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.
CLOSING DATE : 14 December 2018

APPLICATIONS : MS MMBV Lepota Tel No: (016) 428-7151
NOTE : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months. If you did not hear from us within three months consider your application unsuccessful. People with disabilities are encouraged to apply.
CLOSING DATE : 14 December 2018

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

APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
CLOSING DATE : 14 December 2018
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks.
(criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

**OTHER POSTS**

**POST 48/248**

**ASSISTANT DIRECTOR: RISK MANAGEMENT**

Directorate: Strategy Management

Re-advertisement. Candidates who applied previously on circular 36/171 are encouraged not to apply.

**SALARY**

R356 289 per annum (plus benefits)

**CENTRE**

Johannesburg

**REQUIREMENTS**

A three-year tertiary qualification (NQF level 7) as recognized by SAQA, in Accounting or Risk Management. 3 – 5 years’ experience in Risk Management. Good planning and organizing skills, interpersonal relations and analytical skills. Good verbal and written communication skills. Good grasp of the Public Finance Management Act and Treasury Regulations.

**DUTIES**

Assist in the implementation of the departmental risk and ethics management plans. Co-facilitate Operational Risk Assessments and Business Impact Analysis workshops. Develop risk mitigation strategies to address departmental risk in a coordinated manner. Conduct extensive risk and ethics awareness programmes within the GPT units. Provide timeous and accurate management information reports as required by IRM stakeholders. Provide secretariat functions to the Risk and Ethics Management Committee. Maintain updated risk profiles of the GPT units on Barn-owl.

**ENQUIRIES**

Ms Baleseng Sedibe Tel No: (011) 227-9000

**POST 48/249**

**PRACTITIONER: HRD OFFICER**

Chief Directorate: Corporate Services

**SALARY**

R242 475 per annum (plus benefits)

**CENTRE**

Johannesburg

**REQUIREMENTS**

A three year tertiary qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Public Administration or (related Human Resource qualification). 1 – 2 years’ experience in the PMDS administrative environment.

**DUTIES**

Coordinate departmental induction programme. Organise venue for induction. Liaise with Directorates to release staff to induction. Create a spreadsheet for all staff who have been inducted. Keep attendance registers. Reports on attendance. Coordinate quarterly PMDS training for all staff members in the department including senior managers. Conduct Performance Development Programme analysis. Keep attendance register. Notify staff and their supervisors about the PMDS training. Take charge of logistical arrangements for all staff identified for training. Assist managers and employees with the implementation of PMDS system. Provide advice and guidance to management and staff on PMDS and employee development. (PMDS advice and guidance provided to units) Database administration. Maintain PMDS electronic systems. Ensure compliance on the MPAT requirements. Capture and compile Persal report. Arrange the moderation
committee meetings. Compile PowerPoint presentations for moderation committees, such as IRC & DMC. Take minutes during the Moderation processes. Coordinate Assessment Appeals Panel. Take minutes during the Assessment Appeals Panel. Identify employees eligible for performance incentives. Compile spreadsheets for qualifiers and non-qualifiers with regards to the implementation of payment of performance incentives (performance bonuses and pay progression). Draft submissions memorandum, payment and letters for performance incentives.

ENQUIRIES: Ms. Linda Ninzi Tel No: (011) 227 9000

POST 48/250: SWITCHBOARD OPERATOR
Directorate: Security & Auxiliary Services

SALARY: R136 800 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: Grade 12 and, 1 year experience in the public sector and/or related area.
DUTIES: Manage and operate switchboard of the department. Receive and distribute documents/faxes. Receive and arrange deliveries. Note and hand-over telephone messages to relevant staff members. Provide administrative support and assistance as required. Coordinate meetings and events. Record all correspondences. Receive visitors and relevant inform staff members.

ENQUIRIES: Ms Linda Ninzi Tel No: (011) 227 9000

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS: All applicants must apply online at www.gautengonline.gov.za. Applicants who experience difficulty in applying online can apply manually using Z83 form and attach CV and certified copies of qualifications, ID and submit to: No.35 Rissik Street, Surrey House Building, Johannesburg, 2001
FOR ATTENTION: Ms. Vivien Khanye, Tel No: 011 355 2720
CLOSING DATE: 14 December 2018
NOTE: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. 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 successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

MANAGEMENT ECHELON

POST 48/251: DIRECTOR: PROVINCIAL ARCHIVES, LIBRARY AND INFORMATION SERVICES REF NO: REFS/003440
Directorate: Provincial Archives, Library and Information Services
This is a re-advertisement and applicants who applied before are encouraged to reapply.

SALARY: R1 005 063 per annum (all-inclusive package)
CENTRE: Johannesburg
REQUIREMENTS: The successful candidate must have a grade 12 plus a 3-year tertiary qualification in Archival Services or Library and Information Services (NQF level 7) as recognized by SAQA. Higher Diploma in Archival Services or Library and Information Services. 5 years of experience at a middle / senior managerial level. 5-10 years of experience in Archives, Library and Information Services. A valid driver’s license. Knowledge: Comprehensive and detailed knowledge of the library, archival and records management as well as management theory and practices (inclusive of HR and Financial management). Knowledge of and experience of Library Management Systems as applied in the library environment. Knowledge of PFMA and library prescripts. Skills: Strategic thinking and leadership qualities, project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people
management and empowerment, client orientation and customer focus, honesty and integrity, report writing, numerical, computer literate (Microsoft Office Suite), teamwork, decision making, leadership, negotiations, planning and organizing, stakeholder management, verbal and written communication, report writing, relationship management, customer service, conflict management, training, quality oriented, decisive and confident, ability to keep abreast of market trends, strong administrative, analytical, computer literate, cultural diversity.

DUTIES: Provide strategic leadership and a strategic plan for the Provincial Archives & Library and Information Service. Ensure availability of the Provincial Archives & Library and Information budget according to PFMA, Community Library and Conditional Grant projects. Monitor the administration of regional libraries. Manage Human Resources in the directorate. Maintain effective public relations and communication with various stakeholders and clients. Ensure Collection of non-public records with enduring value of provincial significance which cannot be more appropriately preserved by another institution, with due regard to the need to document aspects of the province’s experience neglected by archive repositories in the past. Initiate and co-ordinate the collection of electronic records. Develop an appraisal policy and its implementation procedure. Promote co-operation and coordination between institutions having custody of non-public records with enduring value. Promote an awareness of archives and records management and encourage archival and records management activities and generally promote the preservation and use of a provincial archival heritage. Develop a provincial automated archival information retrieval system. Participate in any national automated archival information retrieval system. Take such measures as are necessary to arrange, describe and retrieve records from all relevant sources. Provide information, consult, conduct research and render other services related to records. With special emphasis on activities designed to reach out to less privileged sectors of society, make known information concerning records through means such as publications, exhibitions and the lending of records. Organize training programmes in various disciplines of archives administration and records management. Approve applications for records classification systems and disposal of records.

ENQUIRIES: Ms. Vivien Khanye Tel No: 011 355 2720

POST 48/252: DIRECTOR: STRATEGIC PLANNING AND PERFORMANCE REPORTING SERVICES REF NO: REFS/003443
Directorate: Strategic Planning

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

CENTRE: Johannesburg

REQUIREMENTS: The successful candidate should have grade 12 plus an undergraduate qualification in Public Management, or a qualification in Monitoring and Evaluation (NQF Level 7) as recognized by SAQA, 5 years’ experience in a Strategic Management environment at a Middle Management level. Knowledge: Public Sector Strategic Planning and Performance Information Reporting processes, Corporate Performance Information Management and MPAT. A good understanding of political, administrative and governance issues in the Public Service. Ability to develop and manage effective working relationships with business units to ensure coordinated and integrated results. Understand financial regulations and PFMA. Human Resources management, Training, reporting systems, Public Sector Statutory requirements, administration procedures, procurement directives and procedures, computer operation (hardware and software). Skills: Organizing, computer literacy, problem solving, interpersonal skills, conflict management, high level report writing, project management, policy analysis and development, policy and objectives formulation, research, analytical thinking, conceptualization, facilitation, ability to relate different matters which have common denominators.

DUTIES: Coordinate the drafting of the Strategic Plan, Annual Performance Plan, Operational Plan, Service Delivery Model. Champion the MPAT process for the department and support internal MPAT coordinators, manage integrated strategic planning, manage performance reporting, manage policy development, approval

ENQUIRIES:
Ms. Vivien Khanye Tel No: 011 355 2720

POST 48/253:
DICTOR: IGR AND STRATEGIC PARTNERSHIP SERVICES REF NO: REFS/003446
Directorate: IGR and Strategic Partnership

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

REQUIREMENTS:
The successful candidate should have grade 12 plus an undergraduate qualification in Public Management or Business Management (NQF Level 7) as recognized by SAQA. 5 years’ experience in a Strategic Management environment at a Middle Management level. Knowledge: Knowledge of wide range of work procedures and or/ processes such Public Sector operations. Strategic Partnerships, IDP Processes, Service Delivery Models Drafting of service level Agreement (SLA) Memorandum of Understanding (MOU). SKILLS: Decision making, leadership, Negotiations, financial management, planning and organizing, people management, problem conflict management, stakeholder management, verbal and written communication, report writing, and relationship management.

DUTIES:

ENQUIRIES:
Ms. Vivien Khanye Tel No: 011 355 2720

POST 48/254:
DICTOR: SUPPLY CHAIN MANAGEMENT SERVICES REF NO: REFS/003450
Directorate: Supply Chain Management
This is a re-advertisement and applicants who applied before are encouraged to reapply.

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

REQUIREMENTS:
The successful candidate should have a matric certificate plus an undergraduate qualification in Supply Chain Management, Public Management/Administration, or Logistics/Purchasing Management (NQF level 7) as recognized by SAQA. Minimum of 5 (five) years’ experience at middle/senior management level, three (3) years of functional experience in a Supply Chain Management unit within the
public-sector environment. A valid driver’s license. Knowledge: Extensive knowledge and experience in government procurement legislation, regulations and policies, PFMA, Treasury Regulations Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment and Strategy and the Gauteng Township Economy Revitalization Strategy. Extensive experience in all facets of Supply Chain Management (Demand, Acquisition, Logistics, Disposal Supply Chain Management, Performance and Risk Management) development of polices, and strategies in market research and strategic sourcing. SKILLS: Ability to work in a diverse team, strategic thinking and leadership qualities, project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management, service delivery innovation, problem solving, people management and empowerment, client orientation and customer focus, communication, honesty and integrity, report writing, numerical, computer literate (Microsoft Office Suite, SAP & SRM preferable), teamwork, decision making, leadership, negotiations, planning and organizing, stakeholder management, verbal and written communication, report writing, relationship management, customer service, good communication, conflict management, quality orientated, decisive and confident, the ideal candidate will be able to keep abreast of market trends, with strong administrative, analytical, cultural diversity management skills ability to work under pressure and meet demanding deadlines that require interventions after hours.

**DUTIES**

Manage an effective and efficient Supply Chain Management. Provide technical advisory services on an array of SCM related issues, exercise control over the entire Supply Chain Management Directorate (Demand, Acquisition, Assets and Contract Management functions) Liaise were necessary with the relevant stakeholders involved with the procurement activities of the department, coordinate, compile and manage the timely and correct submission of reports to internal and external stakeholders, ensure prompt submission of documents to the Chief Finance officer, Head of Department, identify and provide training to staff as required, respond to audit queries manage the implementation of risk management strategy within the directorate. Implement and maintain a system of protection of information within the directorate. Preserve the highest standards of honesty, integrity, impartiality and objectivity. Update and maintain SCM policies and procedures. Set performance standards with respect to service delivery clients and value for money per category demand purchases. Manage and enhance the performance of the SCM directorate, including implementation of recommendation from audit findings (internal and external audit findings), action plans to mitigate against identified risks. Perform other related functions as may be directed by the Chief Financial Officer.

**ENQUIRIES**

Ms. Vivien Khanye Tel No: 011 355 2720

**POST 48/255**

DIRECTOR: MANAGEMENT ACCOUNTING SERVICES REF NO: REFERENCES/003453

Directorate: Management Accounting

This is a re-advertisement and applicants who applied before are encouraged to reapply.

**SALARY**

R1 005 063 per annum (all-inclusive package)

**CENTRE**

Johannesburg

**REQUIREMENTS**

The successful candidate should have a matric certificate plus an appropriate undergraduate qualification in Cost and Management Accounting or Financial Management (NQF Level 7) as recognized by SAQA. CIMA would be an advantage. At least five (5) years working experience in a Management Accounting environment in the public service. Five (5) years Middle/Senior Management experience. A valid driver's license. Knowledge of Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions. Sound knowledge of Budget Formulation. Revenue and Expenditure Management and Control. Cash Flow Management. Knowledge of Management Accounting, Policy development, presentation and strong analytical skills. Good communication skills (written and verbal communication). Computer literacy and proficiency in EXCEL.
DUTIES : The incumbent will be responsible for management accounting with proper and
timeous implementation of the budget circulars. Manage the Departmental MTREF
budget process and associated Medium Term Expenditure Committee (MTEC)
process. Revenue and Expenditure management and control for the entire Vote.
IYM and Cash Flow reporting. Prepare the Appropriation Statement inputs into the
Annual Financial Statements. Coordinate budget adjustment and MTEF input from
Programmes (Sub Programmes and Corridors). Prepare and undertake regular
budget bilateral meetings with all Programmes. Responsible for initial review of
monthly variance reporting. Assist with compilation and distribution of monthly
management accounts reports. Coordinate monthly expenditure meetings with
programme managers and keeping minutes. Manage and drive audit processes
with the external auditor. Develop quarterly reports for oversight committees.
Management of expenditure planning and forecasting. Responsible for monthly,
quarterly and annual cash flow projections for the Department. Responsible for
integrity of budgeting data and reports. Oversee the capturing of budget data and
maintenance of database. Ensure that reporting deadlines are observed regularly
and enhance the quality of monthly reports sent to the Provincial Treasury.
Establish culture of professionalism and good working ethics in the Management of the
Directorate.

ENQUIRIES : Ms. Vivien Khanye Tel No: 011 355 2720

POST 48/256 : DIRECTOR; SECURITY AND FACILITY MANAGEMENT SERVICES REF NO:
REFS/003455
Directorate: Security and Facility Management

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

REQUIREMENTS : The successful candidate should have a matric certificate plus an appropriate
undergraduate qualification in Office Administration/Facility Management/Records
Management (NQF Level 7) as recognized by SAQA. Qualification in Security
Management course offered for Safety by the State Security Agency. 5-7 years'
experience in Safety and Security, Records and Facilities Management of which
5 years and upwards must have been at middle management level. Certificate in
National Intelligence Security Management Course Offered by SSA. Extensive
knowledge and working experience in Safety and Security environment.
Knowledge and understanding of the implementation of SASREA 2 of 2010(Safety
Knowledge and understanding of vetting process (MISS and MPSS documents),
Records Management and File Plan implementation, Public Finance Management
Act, Interpretation of legislation, Policy analysis, development and implementation.
Knowledge and understanding of User Asset Management Plan(U-AMP), GIAMA
(Government Immovable Asset Management Act, Act 19 of 2007, Knowledge
management skills. Computer literacy. Conflict management skills. Decision-
making skills. Problem analysis skills. Written and verbal communication skills.

DUTIES : Ensure the effective and efficient operation of the unit, Manage all security
awareness programme. Develop and ensure the implementation of Security
Policies Standards. Manage the conducting of the Departmental Threat and Risk
Assessment, Security audits and ensure that reports are compiled. Ensure proper
utilization and safeguard of assets. Develop and maintain a healthy working
relationship with stakeholders of other institutions both internal and external
including other security and intelligence capabilities such as NIA, SAPS etc.
Administer all vetting or screening of officials and companies. Assess and improve
the effectiveness of security measures and procedures. Participate in the
development and implementation of the Departmental Business Continuity Plan.
Ensure the development and implementation of Registry and Records
Management Policies and Standards, File Plan implementation. Develop the
Departmental Facilities Management Maintenance Plan as informed by User-
Asset Management Plan. Develop and implement a Departmental sustainable
space provision plan, total Facilities Management Plan/ Strategy that involves but
not limited to, sourcing model, procuring and delivery services and management performance. Create enabling environment for core to implement programme this include but not limited to the provision of office space at Corridors and Regional level.

**ENQUIRIES**
Ms. Vivien Khanye Tel No: 011 355 2720

**POST 48/257**
**DIRECTOR: WEST CORRIDOR REF NO: REFS/003462**
Directorate: Corridor Coordination

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

**CENTRE**
West Corridor

**REQUIREMENTS**
The successful candidate should have a matric certificate plus an undergraduate qualification in Public Management (NQF Level 7) as recognized by SAQA. At least 5 experiences in a Middle Management position in Operations Management environment in the public service Detailed understanding of Operations Management Social Cohesion and Nation Building and Inter-Governmental Relations. Knowledge: knowledge of wide range of work procedures and or/processes such Public Sector operations Strategic Partnerships, IDP Processes, Service Delivery Models Drafting of service level Agreement (SLA) memorandum of understanding (Mou). Skills: decision making, leadership, Negotiations, financial management, planning and organizing, people management, problem conflict management, stakeholder management, verbal and written communication, report writing, and relationship management. Planning, Monitoring, People Management, Project Management, Report writing, Financial Management.

**DUTIES**
Manage the implementation of sport development and talent identification and sport and community recreation programmes, implementation of school sport, Arts and Culture programmes. Manage activities that promote social cohesion and stakeholder liaison and technical Inter-Governmental Relations in the Corridor. Provide regular reports to line and strategic managers. Monitor heritage and museums structures.

**ENQUIRIES**
Ms. Vivien Khanye Tel No: 011 355 2720
Applications quoting the relevant reference should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or Physical Address: 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION: Mrs NIS Mbhele

CLOSING DATE: 14 December 2018

NOTE: Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo competency assessment as per DPSA directives.

MANAGEMENT ECHELON

POST 48/258: CHIEF FINANCIAL OFFICER – FINANCIAL MANAGEMENT REF NO: DAC 73/18

[Re-advertisement]

SALARY: R1 189 338 - R1 422 012 per annum (Level 14) (All-inclusive package)

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate Bachelor's Degree [NQF7] in Financial Management / Auditing /Commerce, or an appropriate equivalent qualification, coupled with a minimum of eight [8] years experience in Finance, five [5] of which should be at an SMS/ CFO level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Professionalism, good work ethics, honesty, reliability and team work. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of Treasury Regulations, PFMA, Risk Management, Internal Auditing and Supply Chain Management policies. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES: Manage the development, implementation and maintenance of effective, efficient and sound financial management systems in the department. Manage the implementation and maintenance of effective internal control and compliance
systems. Manage the provision of effective supply chain and asset management services. Ensure the development, review and implementation of financial management policies to ensure effective /optimal use of finances and accountability thereof. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES
Mr NP Chonco Tel No: [033] 264 3400

OTHER POSTS

POST 48/259
DEPUTY DIRECTOR

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

CENTRE
Northern Regional Office, Ulundi: Uthungulu District Ref No: DAC 75/18; Zululand District Ref No: DAC76/18 [Re- advertisement]
Western Regional Office- Ladysmith: Amajuba District Ref No: DAC 77/18 [Re- advertisement]

REQUIREMENTS
An appropriate Bachelor’s Degree/ three [3] year National tertiary qualification in Fine Arts, Arts and Drama, Creative Arts or an appropriate equivalent qualification, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a Managerial level/ Assistant Director and a proven track record experience in Arts and Culture. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver’s license.

DUTIES
Manage the implementation of developmental programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Manage and implement social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Manage translation services and literature development programmes. Provide support to arts and culture structures. Manage the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Manage all resources allocated within the District. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES
Uthungulu and Zululand District - Ms JPR Nxumalo Tel No: [035] 870 8447
Amajuba District – Dr NF Biyela Tel No: [036] 6377978

POST 48/260
SENIOR LEGAL ADMINISTRATION OFFICER – LEGAL SERVICES REF NO: DAC 74/18
[Re- advertisement]

SALARY
R725 487 – R1 084 437 per annum [MR6] (All-inclusive package)

CENTRE
Head Office, Pietermaritzburg

REQUIREMENTS
An appropriate four [4] year legal qualification, LLB or an appropriate equivalent qualification, coupled with a minimum of eight [8] years in the legal profession, two [2] of which should be at a managerial level. Sound knowledge of applicable legislation, constitutional law, law of contracts, administrative law and interpretation of statutes. Professionalism, good work ethics, honesty, reliability and team work. Ability to work independently, yet function optimally as part of a dynamic. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES
Manage litigation cases affecting the Department. Implement the legislative drafting program emerging from the rationalization program. Provide general legal
advice. Implement systems that promote legal compliance. Edit departmental policies. Draft departmental contracts. Manage and monitor departmental contracts in accordance with CMP [Contract Management Plan]. Manage all resources allocated to the Directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Adv. N Khamba –Ngunuza Tel No: [033] 264 3400

POST 48/261: DEPUTY DIRECTOR – INFORMATION TECHNOLOGY REF NO: DAC 78/18

SALARY: R697 011 - R821 052 per annum (Level 11) (All-inclusive package)
CENTRE: Head Office, Pietermaritzburg
REQUIREMENTS: An appropriate National Diploma / Degree in IT or Computer Science related field, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a Managerial level/ Assistant Director. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer literacy [Computer operation/ network]. Knowledge of E-governance and Communication policy. Good communication skills (written and verbal). Valid code 8/EB driver’s license.

DUTIES: Manage development of efficient and effective IT systems and implementation of e-governance for the department through the development of information technology enabler policies and strategies, standards, norms, guidelines, best practices and procedures. Manage IT related business solutions in support of the department’s service delivery plan, information technology plan and operational plans to give effect to the strategic direction and management plans of the department. Manage relationships through proper control of Business Agreements [BA] and Service Level Agreements [SLA’s] with SITA and /or other suppliers of information management and information technology goods and service. Create an enabling environment [technologies] for the department to be able to perform more effectively and efficiently. Manage the provisioning of IT service help desk support services. Manage the administration of the department’s network systems. Manage all the resources allocated to the Sub-directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr L Mtshali Tel No: [033] 264 3400

POST 48/262: ASSISTANT DIRECTOR: COMMUNICATION SERVICES REF NO: DAC 79/18

SALARY: R356 289 – R430 389 per annum (Level 09)
CENTRE: Head Office, Pietermaritzburg
REQUIREMENTS: An appropriate 3 year tertiary qualification in Communication/Journalism/ marketing field, coupled with a minimum of three – five (3-5) years relevant experience in communication environment. Knowledge of legislation related to the Department and to the post. Knowledge of project management, planning and organizational skills Good communication (written and verbal) skills. Good interpersonal relations skills. Critical analysis and research skills. Problem Solving, negotiation/ Consultation and Presentation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES: Develop internal communications strategies for the department. Coordinate and manage the Department’s internal external communication publications i.e newsletter. Generate and maintain departmental website, intranet, extranet and social media content. Create and maintain relationships with media houses. Manage the Department’s social media platforms e.g twitter feed, facebook account etc. Manage all the resources allocated to the Sub-directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr L Mtshali Tel No: [033] 341 3600
POST 48/263 : PERSONAL ASSISTANT TO THE DIRECTOR

SALARY : R242 475 - R285 630 per annum (Level 07)
CENTRE : Head Office, Pietermaritzburg Ref No: DAC80/18
          Northern Region, Ulundi Ref No: DAC81/18
DUTIES : Provide secretarial/receptionist support services to the Director. Provide support services to the Director regarding meetings. Render support services to the Director with the administration of the budget, including the compilation of commitment registers. Organize the Director's diary. Render general office management. Render registry services in office of the /Director. Acknowledge correspondence and type documents for the Director. Study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
ENQUIRIES : Head Office: SCM- Mr G Ngcobo Tel No: [033] 264 3400
               Northern Regional Office, Ms JPR Nxumalo Tel No: [035] 870 8447

POST 48/264 : SYSTEMS DEVELOPER– INFORMATION AND COMMUNICATION TECHNOLOGY, HEAD OFFICE, PIETERMARITZBURG REF NO: DAC82/18

SALARY : R242 475 - R285 630 per annum (Level 07)
CENTRE : Head Office, Pietermaritzburg
DUTIES : Undertake the planning of the site [intranet and internet] design by developing an effective systems design functionality. Design and install a protection system that ensures optimal protection of departmental web assets. Undertake research and keep abreast with latest technologies. Maintain site functionality by installing and configuring server software. Provide advice and guidance.
ENQUIRIES : Mr L Mtshali Tel No: [033] 264 3400

POST 48/265 : SERVICE DESK OFFICER– INFORMATION AND COMMUNICATION TECHNOLOGY, HEAD OFFICE, PIETERMARITZBURG REF NO: DAC83/18

SALARY : R242 475 - R285 630 per annum (Level 07)
CENTRE : Head Office, Pietermaritzburg
DUTIES : Oversee aspects of the requests, incidents and problems. Train, coach and mentor service desk staff in relation to service desk standards. Provide data and reporting of KPI’s and trends to IT department and others as needed. Oversee solutions repository and ensure top quality solutions are available to the staff. Manage
process for communicating Outage/emergency activities to the organization. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS)

ENQUIRIES: Mr L Mtshali Tel No: [033] 264 3400

POST 48/266: CYBERCADET — NORTHERN REGIONAL OFFICE-MBAZWANE LIBRARY
REF NO: DAC84/18

SALARY: R163 563 – R192 666 per annum (Level 05)
CENTRE: Northern Regional Office, Mbazwane
REQUIREMENTS: Standard 10/ Grade 12 Certificate or an appropriate equivalent certificate plus Comp Tia Accredited A+, coupled with a minimum of six (6) months relevant experience. Good communication (written and verbal) skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.
DUTIES: Provide advice to Library users on the use of the Information and Communication Technology [ICT]. Conduct ICT training for public library users and ensure that ICT hardware, software and network connectivity are maintained. Ensure adherence to ICT policies and guidance. Provide support to the Librarian on the usage of ICT.

ENQUIRIES: Ms Z Mdletshe Tel No: [035] 571 6200

POST 48/267: GENERAL WORKER – SKINNER CAMP REF NO: DAC85/18
[Re-advertisement]

SALARY: R96 549 - R113 730 per annum (Level 02)
CENTRE: Southern Regional, Pietermaritzburg
ENQUIRIES: Mrs HC Gumede Tel No: [033] 345 3171

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 48/268: MEDICAL SPECIALIST REF NO: ST 29/2018 (X2 POSTS)
Component: O & G

SALARY: Grade 1: R1 051 368 per annum all – inclusive package + a fixed commuted overtime & 18% inhospitable allowance. Grade 2: R1 202 112 per annum all- inclusive package + fixed commuted overtime &18% Inhospitable Allowance. Grade 3: R 1 395 105 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
CENTRE: Stanger Hospital
REQUIREMENTS: Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in O&G. Grade 2: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in O & G. Grade 3: tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in O & G. Knowledge, Skills and Experience Required: Have a working knowledge of common obstetrical and gynaecological conditions presenting at Stanger Hospital, a regional hospital. Ability to provide specialist obstetrical and gynaecological consultations, surgical procedures, diagnostic skills ultrasound and colposcopy. Knowledge of Human Resources management. Knowledge of provision of comprehensive HIV/Aids
relevant to local situation. Information management and quality assurance expertise. Knowledge of current Health and Public Servants Legislations, regulations and policy including Medical Ethics, Epidemiology and statistics. Leadership and decision making abilities as well as problem solving and conflict management skills.

**DUTIES**
Provision of specialists services in Obstetrics and Gynaecology. Capacity building in PHC and provision of outreach services with focus on improving women health. Reduction in maternal maternity and development of interventions to most common causes of maternal deaths: HIV/AIDS. Develop a CPD programme in all hospitals in the district. Support and supervise junior staff in the District, District hospitals and regional hospital complex. Develop and implement protocols for obstetrics and gynaecology. Support HIV/AIDS programme in the hospital and community. Support quality improvements in the hospital. Conduct research in primary care. To perform overtime in line with hospital needs. To provide training for nurses, junior staff, interns and medical students.

**ENQUIRIES**
Dr S Hariparsad (Head Clinical Unit) Tel No: 032 437 6040

**APPLICATIONS**
Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450

**FOR ATTENTION**
Mr. S. Govender

**NOTE**
The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 29/2018. 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. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

**CLOSING DATE**
21 December 2018

**POST 48/269**
MEDICAL SPECIALIST REF NO: ST 30/2018 (X1 POST) Component: Urology

**SALARY**
Grade 1: R1 051 368 per annum all – inclusive package + a fixed commuted overtime & 18% inhospitable allowance.
Grade 2: R1 202 112 per annum all- inclusive package + fixed commuted overtime &18% Inhospitable Allowance.
Grade 3: R 1 395 105 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

**CENTRE**
Stanger Hospital

**REQUIREMENTS**
**Grade 1:** A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in Urology.
**Grade 2:** A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Urology. **Grade 3:** tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post
registration experience as a Medical Specialist in Urology. Recommendation: Research and management experience is desirable.

**DUTIES**

Clinical services on all levels in the Department of Urology. Teaching and training of interns and medical officers. Urology research. Administrative work including service and resource management. Continuous Professional development. Play a leadership role in conducting ward rounds, problem ward rounds, ground wards rounds, multidisciplinary meetings and mortality meetings. Intern community service doctor’s supervision. Systems appropriate level of care, referral pathways, seamless and integrative service delivery system (Hospital – PHC and other (regional) specialties. To perform overtime duties in line with hospital needs. Outstanding clinical skills of Urology preferably obtained in Public service/Environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guides for Urology. Quality Management (Improvement, assurance, audits, etc) Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching, facilitation, teaching and training skills. General management skills: Human Resources, Finance, Operations, Strategy, Marketing. Knowledge of relevant protocols, policies, legislation and guidelines.

**ENQUIRIES**

Dr ZR Khan (Head Clinical Unit) Tel No: 032 437 6000

**APPLICATIONS**

Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450

**FOR ATTENTION**

Mr. S. Govender

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 29/2018. NB: Failure to comply with the above instruction will disqualify applicants. 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. NB: Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

**CLOSING DATE**

21 December 2018

**POST 48/270**

SPECIALIST MEDICINE REF NO: RKK M 46/2018

**SALARY**

Grade 1: R1 051 368 per annum. All-inclusive salary package (commuted overtime is compulsory)

Grade 2: R1 202 112 per annum. All-inclusive salary package (commuted overtime is compulsory)

**CENTRE**

R. K Khan Hospital – Medicine

**REQUIREMENTS**

**Grade 1:** Minimum requirement appropriate qualification MBCHB Degree Plus current registration with HPCSA as a Specialist in Medicine. **Grade 2:** The minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Medicine. Proof of current registration with HPCSA 2018. Knowledge, Skills and Competencies. Sound clinical knowledge and expertise. Good interpersonal, managerial and supervisory skills. Sound knowledge of clinical procedures and protocols within the discipline. Knowledge of the Current Health and Public Service Legislature. Ability to
innovate. Ability to manage patients independently. Interest in conducting and supervising research. Stress tolerance, self-confidence and the ability to build and maintain good relationships. To work within a multi-disciplinary team.

**DUTIES**
- To provide effective and efficient specialist/consultant care for the patients of RK Khan Hospital and its catchment population. To assist the Head Clinical Unit in the development of systems for timeous and effective management of patients (consults, referrals, admitted, awaiting admissions). To assist in the development and implementation of guidelines and protocols. To participate and/or accept delegation for the coordination and implementation of Clinical Governance projects (as well as Quality Improvement Programmes). To participate in outreach activities for the delivery, supervision and support of services at referring or down-referral facilities. To contribute towards a positive, supportive and conducive environment for junior staff, patients and their relatives. To participate in the academic programmes (for medical students & registrars) and in-service programmes (for nurses, interns, medical officers) as well as research initiatives. Standard of patient care and services is maintained.

**ENQUIRIES**
- Dr. J Mulla Tel No: 031 459 6209

**APPLICATIONS**
- Human Resource Department, R K Khan Hospital Private Bag X004, Chatsworth, 4030 or Hand deliver to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35

**FOR ATTENTION**
- Human Resource Manager

**NOTE**
- Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za
- Certified copies of ID, Matric, highest educational qualifications and professional registration with the SANC certificate – not copies of certified copies. Current registration with SANC 2018. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2018. Fax documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation is at your own cost

**CLOSING DATE**
- 28 December 2018 16:00 afternoon

**POST 48/271**
- **MEDICAL OFFICER (GRADE 1, 2.3) REF NO: GS 69/18 (X1 POST)**
  - Component: Plastic Surgery

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

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.

**CENTRE**
- Greys Hospital, PMB Metropolitan Hospitals Complex

**REQUIREMENTS**
- MBCHB Degree Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified

DUTIES:
Key Performance Areas: Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex which includes Grey’s, Edendale and Northdale hospitals. Participate in the delivery of a 24-hour in-patient and out-patient plastic surgical care within the Pietermaritzburg Metropolitan Hospitals Complex; Assist with the administration and management of plastic surgical wards / clinics. Perform overtime commitments in plastic or general surgery or both depending on the needs and staffing of Grey’s hospital. Development, monitoring and support of Plastic Surgical Services in the drainage area of the Pietermaritzburg Hospitals Complex. Participate in the development and ongoing provision of under and post-graduate teaching. Participation in clinical support and outreach to facilities referring to Pietermaritzburg hospitals. Participation in Clinical Research in the Pietermaritzburg Metropolitan Complex. To maintain moral and ethics at all costs. To ensure that Batho Pele principles are upheld.

ENQUIRIES:
Dr V Govindasamy Tel No: 033 8973379 or Dr O Mahomva Tel No: 033 8973000

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 69/18. 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:
14 December 2018

POST 48/272:
MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: UZ07/2018 (X1 POST)

SALARY:
Grade 1: R780 612 per annum
Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum
Other Benefits: PLUS 13th Cheque, 22% Rural Allowance, Commuted overtime, Medical Aid (Optional) and Home Owners Allowance (employee must meet prescribed requirements).

CENTRE:
Umzimkhulu Psychiatric Hospital

REQUIREMENTS:
Grade 1: Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. One year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. A Valid Driver’s license, Proof of experience endorsed and stamped by Human Resources (Service Certificate). General Skills as a Medical Officer is required (History taking, Mental state examination and
physical examination) Ability to work in multi-disciplinary team setting. Excellent communication Skills ability to work and maintain meaningful relationship with adverse community Program Planning, Implementation and evaluation Information Management Knowledge of Health and Public Service Legislation, Regulations and Policies. **Grade 2**: Senior Certificate or equivalent qualification. Appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Professional Council of South Africa (HPCSA) as a Medical Practitioner. Five (05) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Six (06) years relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. A Valid Driver’s license. Proof of experience endorsed and stamped by Human Resources (Service Certificate). Diagnostic and therapeutic Skills in the field of Psychiatry and general medicine. Ability to work independently to arrive at working diagnoses and implement appropriate management and treatment. Ability to work with other Mental Health Professionals for the benefit of the patients. Be involved in psychosocial rehabilitation programmes for the patients/mental health care users. Knowledge of all applicable legislation pertaining to Mental Health. Supervision and training of Junior Medical and Nursing staff and Allied Health Professions. **Grade 3**: Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service in South Africa. Valid Driver’s license, Proof of experience endorsed and stamped by Human Resources (Service Certificate). Ability to assess, diagnose, manage and follow up Mental Health Care Users with common Psychiatric problems. Medical Ethics, Epidemiology and Statistic. Ability to work under Multidisciplinary team setting excellent communication Skills and Ability to teach and train staff within the team. Ability to work and maintain meaningful relationship within the diverse community Knowledge of Heath and Public Legislation, Regulations and Policies. Ability to function as part of a team and rotate through different Departments of the Hospital as required Clinical and Administrative ability Experience and knowledge of Mental Health Legislation and other documents Policies and practices relevant and organisation of Mental Health Services. Leadership, communication and Organisational Skills Programme Planning, Implementation and Evaluation. Management of Human Resources Computer literacy Knowledge understanding and implementation of Batho Pele Principles.

**DUTIES**

**Grade 1**: Provide medical services at the department appointed to Assist, facilitate and participate in quality of care, assisting team members with quality assurance, Quality improvement projects and development of Clinical Guidelines and Policies. Participation in patient satisfactions surveys and reducing waiting times, Maintain and continuously improve professional and ethical standards Instil confidence in Public Service and also in medical profession through exemplary behaviour. Participation in afterhours work Undertake clinical responsibilities including examine, investigate, diagnose and oversee the treatment of Patients. Implementation of Six Priorities of the Department of Health as per “MAKE ME LOOK LIKE A HOSPITAL PROJECT” **Grade 2**: Management of Mental Health Care Users including inpatients and outpatients. Management of Mental Health Care Users / patients within the context of the Mental Health Care Act (No 17 of 2002) and the Criminal Procedure Act (No 51 of 1977 Sections 77, 78 and 79) Diagnose and evaluate patients’ health status including their psychological and physical health. Attend to administrative matters that pertain to the unit, as well as ensuring effective and efficient development, implementation and monitoring of policies, protocols and quality standards in the hospital (including risk management). Undertake on going health care of patients to allow for continuity of
psychiatric and physical care in line with psychosocial rehabilitation. Work with co-ordinate health care teams to contribute towards a multidisciplinary approach. Implementation of Six Priorities of the Department of Health as per “MAKE ME LOOK LIKE A HOSPITAL PROJECT”. Grade 3: Provide Medical and Psychiatric Care, Assessment and Evaluations of Mental Health Care Users (MHCU’S) both within the Institutions and the community where indicated. Ensure that clinical Audit, Standard Treatment Guidelines and Quality Assurance initiatives are implemented. Provide teaching and clinical training to Students and Trainees in Psychiatry (Nursing and Allied Health Professions) and Junior Medical Staff. Provide advice, guidance and training to Clinical, Paramedical and Management staff both within the institution and other services throughout Area. Participate in the development of clinical management guidelines, protocols and referral pathways for the management of MHCH’S. Attend to Administrative matters as pertains to the inpatient and outpatient services. Ensure the effective, efficient and economical use of allocated resources inclusive of Human Resources. Implementation of Six Priorities of the Department of Health as per MAKE ME LOOK LIKE A HOSPITAL PROJECT. Recommendations: Diploma in Mental Health and previous experience in Psychiatry will be added advantage.

ENQUIRIES:
Dr P.A. Songo Tel No: 039 2590 310 EXT: 118

APPLICATIONS:
All applications should be forwarded to The Human Resource Manager Umzimkulu Hospital, Private Bag X 514 Umzimkulu 3297

FOR ATTENTION:
Dr P.A Songo

NOTE:
Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za. Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, Curriculum Vitae must be attached starting with relevant experience, Certificates of service starting with relevant experience. NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply. African females are encouraged to apply.

CLOSING DATE:
31 December 2018

POST 48/273:
MAMMOGRAPHER - GRADE 1, 2 & 3 - REF NO: ST04/2018 (X1 POST)
Component: Stanger Hospital- (X-Ray)

SALARY:
Grade 1 R374 364 per annum Plus 12% Inhospitable Allowance
Grade 2 R440 982 per annum Plus 12% Inhospitable Allowance
Grade 3 R519 456 per annum Plus 12% Inhospitable Allowance
Benefits: 13th Cheque, home owners allowance and Medical aid (optional).
[Employee must meet prescribed policy documents]

CENTRE:
Stanger Hospital

REQUIREMENTS:
Grade 12 (Senior Certificate)/ A three year National Diploma or B-Tech degree in Diagnostic Radiography/ Registration with the HPCSA as a Mammographer/ Proof of current registration with HPCSA as a Mammographer (2018/2019)/. Grade 1: A minimum of 4 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer/ Grade 2: A minimum of 14 years appropriate
experience after registration with the HPCSA as a Diagnostic Radiographer, of which 10 years must be after registration in Mammography/

**Grade 3:** A minimum of 24 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer, of which 20 years must be after registration in Mammography/ Sound knowledge of Mammography procedures and equipment. Sound knowledge of radiation control and safety. Sound knowledge of Quality Assurance procedures and methods. Good communication and interpersonal skills. Knowledge of relevant Health and Safety Acts. Non-South African citizen applicants-a Valid Work Permit in conformance with HR Circular 49/2008 obtainable from any government department and an Endorsement Certificate from FWMP. Recommendations: 2 years or more appropriate experience as a Mammographer.

**DUTIES:**
- Provide high quality Mammography services. Execute all clinical procedures competently to prevent complications. Promote good health practices and ensure optimal patient care. Promote Batho Pele principle in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Participate in Radiography quality assurance programs. Participate in departmental policies and procedure development. Participate in monthly departmental meetings. Participate in continued skills development programs. Supervision of junior radiography staff and community service radiographers. Perform Employee Performance Management and Development (EPMDS) of junior staff as required.

**ENQUIRIES:**
Mr M.R. Leso (Assistant Director - Radiography) Tel No: 032- 437 35

**APPLICATIONS:**
Applications to be forwarded to: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450

**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 01/2017.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.

**CLOSING DATE:**
14 December 2018

**POST 48/274:**
**CLINICAL NURSE PRACTITIONER – GRADE 1 AND 2 REF NO: CL07/2018 (PHC STREAM: GATEWAY CLINIC)**

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

**CENTRE:**
Clairwood hospital

**REQUIREMENTS:**
- National Senior Certificate (Grade 12), Diploma/degree in General Nurse and Midwifery. One (1) year post qualification in Primary Health Care. Proof of current registration with SANC (2018/2019). **Grade 1:** A minimum of 4 years appropriate/recognizable nursing 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 with SANC in General Nursing. At least 5 years of the period referred to the above must be
appropriate/recognizable experience after obtaining the 1(one) year post basic qualification Primary Health Care. Proof work experience/certificate of service endorsed by Human Resource Department. Knowledge, skills, training and competencies required. Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, OHS Act, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

**DUTIES:**
Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure to ensure good nursing care at PHC level. Provide primary prevention strategies and management communicable and non-communicable diseases. Provision of good quality care according to Ideal Clinical Realization and Maintenance (ICRM) and National Core Standards (NCS). Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient’s needs and expectations according to Batho Pele Principles and patients’ Rights charter. Handle obstetric and emergencies and high risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ability to assess diagnose, treat and refer the patients with clinical problems. Ensure compliance with all indicators for DoH Programmes.

**ENQUIRIES:**
Mrs. N Linda Tel No: 031 451 5177

**APPLICATIONS:**
Applications may be sent to: Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060

**FOR ATTENTION:**
Human Resource Department

**NOTE:**
The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website – www.kznhealth.gov.za Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver’s License (if required) Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL: 07/2018 N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

**CLOSING DATE:**
14 December 2018
POST 48/275 : CLINICAL NURSE PRACTITIONER – GRADE 1 AND 2 REF NO: CL06/2018 (PHC STREAM: CHESTERVILLE CLINIC)

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

CENTRE : Clairwood hospital

REQUIREMENTS : National Senior Certificate (Grade 12), Diploma/degree in General Nurse and Midwifery. One (1) year post qualification in Primary Health Care. Proof of current registration with SANC (2018/2019). Grade 1: A minimum of 4 years appropriate/recognizable nursing 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 with SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognizable experience after obtaining the 1(one) year post basic qualification Primary Health Care. Proof work experience/certificate of service endorsed by Human Resource Department. Knowledge, skills, training and competencies required. Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

DUTIES : Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multidisciplinary team to ensure to ensure good nursing care at PHC level. Provide primary prevention strategies and management communicable and non-communicable diseases. Provision of good quality care according to ideal Clinical Realization and Maintenance (ICRM) and National Core Standards (NCS). Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient’s needs and expectations according to Batho Pele Principles and patients’ Rights charter. Handle obstetric and emergencies and high risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ability to assess diagnose, treat and refer the patients with clinical problems. Ensure compliance with all indicators for DoH Programmes.

ENQUIRIES : Mrs. N Linda Tel No: 031 451 5177

APPLICATIONS : Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060

FOR ATTENTION NOTE : The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website –www.kznhealth.gov.za. Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver’s License (if
Contactable and verifiable references must be included in the CV. The reference number must be indicated in the column provided on the form Z83 application form, e.g., CL:06/2018. Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within 6 weeks after the closing date, the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

CLOSING DATE: 14 December 2018

POST 48/276: CLINICAL NURSE PRACTITIONER (X4 POSTS)

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

plus 8% Inhospital Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements).

CENTRE:
Madadeni Provincial Hospital:
Newcastle Clinic Ref No: MAD 13/2018 (X2 Posts)
Osizweni 2 Clinic Ref No: MAD 15/2018 (X1 Post)
Madadeni 1 Clinic Ref No: MAD 16/2018 (X1 Post)

REQUIREMENTS:
Grade 1: Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2018 Receipt).

Grade 2: Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining post basic qualification in Clinical assessment, treatment and care. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Skills, Training and Competencies required:
- Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

DUTIES:
Key Performance Areas: Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in
accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

ENQUIRIES: Ms ZE Gumede Tel No: 034 328 8137
APPLICATIONS: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
FOR ATTENTION: The Recruitment Officer
NOTE: 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. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualified applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE: 14 December 2018
POST 48/277: CLINICAL NURSE PRACTITIONER (NEWCASTLE MOBILE HTA) REF NO: MAD 17/2018
SALARY: Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
CENTRE: Madadeni Provincial Hospital
REQUIREMENTS: Grade 1: Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2018 Receipt).
Grade 2: Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 14 years appropriate or recognizable experience in nursing after obtaining post basic qualification in Clinical assessment, treatment and care. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Skills, Training and
Competencies required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

DUTIES

Key Performance Areas: Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administrating of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with the set guidelines and monitor performance and outcomes against the set target and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical, pharmaceutical and stock.

ENQURIES

Ms ZE Gumede Tel No: 034 328 8137

APPLICATIONS

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

FOR ATTENTION

The Recruitment Officer

NOTE

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

CLOSING DATE

14 December 2018
**POST 48/278** : OCCUPATIONAL HEALTH NURSE

**REF NO:** CH18/2018

**SALARY** : R362 559 – R420 318, 13th Cheque/service bonus, Medical Aid optional, 12% Rural Allowance, Home Owner's Allowance (Employee must meet prescribed requirements).

**CENTRE** : Ceza District Hospital

**REQUIREMENTS** : A Senior Certificate/ Grade 12 Certificate, Diploma/Degree in General Nursing Science as a General Nurse and Midwifery that allows registration as a professional nurse with SANC. Current registration with SANC 2018. A minimum of 4 years appropriate/recognizable experience as a Professional Nurse after registration as professional nurse with SANC in General Nursing. Post basic qualification in Occupational Health Nursing Science with a duration of at least 1 year, accredited by SANC. Knowledge, Skills and Competencies: Relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele, Patient Right’s Charter, Labour Relations Act, Grievance Procedure, etc. Good interpersonal and leadership skills. Communication and report writing skills. Knowledge of basic human resources and financial management.

**DUTIES** : Ensure compliance to baseline medical surveillance, periodical medical examination and exit medical examination for hospital staff. Develop and implement Occupational Health and Safety training programs, orientation and induction programs. To implement occupational health manuals and protocols. To conduct occupational health audits in compliance with the Occupational Health and Safety Act 85, 1993. Ensure that occupational health functions are carried out timeously and correctly within the institution. Promote employee wellness and advocate for proper treatment and management and care. Provide optimal, holistic nursing care with set standards and within a professional/legal framework. Quality Improvement Plan: to assist with the drawing and implementation of Quality Improvement Plan. Identify and investigate occupational health disease. To ensure environmental conditions meet and maintain compliance certificate as regulated by Occupational Health and Safety Act 85, 1993.Develop occupational health business plan and strategic plan in line with the institutional plans. Maintain good working relationship with the nursing and multidisciplinary team.

**ENQUIRIES** : Chief Executive Officer: Mr S.P. Zulu Tel No: 035 8325163

**APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, Ceza Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION** : Mr. E.S. Mazibuko: Human Resource Officer (Supervisor) Tel No: 035 8325018

**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 must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. “People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**CLOSING DATE** : 21 December 2018
ASSISTANT DIRECTOR (HRM) REF NO: CH/20/2018 (X1 POST)

SALARY: R356 289 – R419 679 per annum (Level 09) plus 13th Cheque. Other Benefits: Medical Aid (optional) Homeowners allowance (employee must meet prescribed requirements)

CENTRE: Ceza District Hospital


DUTIES: Advice managers on all aspects of HR Management, organizational and staffing structures and reporting arrangements. Develop and implement effective HR policies within guidelines set by the Provincial Health Department. Design and implement effective employment relation (consultation and negotiations) forums with staff organisations in order to promote sound employer and employee relations. Develop and implement operational and strategic measures to enhance the moral of all staff employed in the hospital. Plan, monitor and control the use of budget and equipment allocated to HR component. Ensures effective, efficient and economical utilization of resources allocated to the institution, including performance management and development system of staff. Ensures effective functioning of Employee Health and Wellness Programmes and activities. Ensures effective Development, implementation and Monitoring of Human Resource Plan, Workplace Skills Plan, Employment Equity Plan, Operational plan through consultative Human Resource forums. Ensures quality assurance within Human Resource Management.

ENQUIRIES: Chief Executive Officer: Mr. SP Zulu Tel No: 035- 832 5163

APPLICATIONS: Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, Ceza Hospital, before 16H00 on or before the closing date.

FOR ATTENTION: Mr. E.S. Mazibuko: Human Resource Officer (Supervisor)

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 must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. “People with disabilities and African males are encouraged to apply. Short
listed candidates will not be compensated for Subsistence and Travelling claims (S&T).

**CLOSING DATE** : 21 December 2018

**POST 48/280** : PHARMACIST ASSISTANT (POST BASIC) GRADE 1/2/3 (MAFAKATHINI CLINIC) REF NO: PHARM 69/2018 (X1 POST)

**SALARY** :
- Grade 1: R196 218 – R221 034 per annum
- Grade 2: R227 721 – R241 701 per annum
- Grade 3: R246 768 – R282 165 per annum

PLUS 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE** : Edendale Hospital

**REQUIREMENTS** :
- Senior Certificate/Matric/Grade 12, Registration certificate with SAPC as a Pharmacist Assistant (Post Basic), Proof of SAPC registration (2018 annual receipt). For **Grade 1**: No experience required. For **Grade 2**: A minimum of five (5) years’ experience after registration with the SAPC as a Pharmacist Assistant (Post Basic). For **Grade 3**: A minimum of thirteen (13) years’ experience after registration with the SAPC as a Pharmacist Assistant (Post Basic). A certificate of service endorsed by Human Resource Department must be attached. Knowledge of Public Service Policies, Acts and Regulations. Basic knowledge of medical and dispensing process. Maintain higher level of confidentiality. Ability to work under pressure. Ability to communicate effectively. Recommendations: Exposure in Primary Health Care Facility. Proof of computer literacy.

**DUTIES** :
- Perform all duties in accordance with the scope of practice, regulations and standard operating procedure. Be responsible for ordering, receiving, proper storage of general and thermo-labile medicines. Issuing of medicine to consultation rooms. Management of chronic medication dispensed by the supporting hospital. Be responsible for running the electronic system or manual system for stock management. Ensure proper stock management i.e. stock rotation, expiry checks, stock take, stock levels and stock security. Prepare medicine for delivery and issuing of medicine parcels to patients in support to mobile clinics, ARV and TB clinic as well as WOBOT’S. Provide basic PHC education and counselling to patients on safe and effective use of medication. Collect and maintain the necessary records, statistics and information. Maintain good housekeeping (infection control and prevention) in the pharmaceutical environment. Assist in co-ordination of CCMDD project between the patient, health facilities and pick up points. Promote and educate the patients and clients on CCMDD related issues.

**ENQUIRIES** : Ms. S.M.X. Zibula Tel No: (033) 395 4136

**APPLICATIONS** :
- All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216

**FOR ATTENTION** : Mr. L. Makhaye

**CLOSING DATE** : 14 December 2018
ANNEXURE V

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF COMMUNITY SAFETY

The Limpopo Provincial Department of Community Safety is an equal opportunity, affirmative action employer. Posts are targeted for particular designated groups in line with Employment Equity Act.

APPLICATIONS: Head of Department, Department of Community Safety, Private Bag X 9492, Polokwane, 0700, Or Hand-Delivered to: Department of Community Safety, 32 Schoeman Street, Reception Area, Polokwane

CLOSING DATE: 14 December 2018 @12H00

NOTE: Applications should be submitted on form Z83 obtained from any Public Service Department accompanied by certified copies of educational qualifications, ID document, drivers license and comprehensive CV. No faxed or E-mailed application will be considered. Successful candidates will be subjected to personnel suitability checks. Applicants are responsible to provide proof for their foreign qualifications evaluated by SAQA. All shortlisted candidates for SMS posts will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates for SMS positions will be subjected to compulsory competency assessment and security clearance procedures. Please note that correspondence will be entered into with short-listed applicants only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right to appoint.

MANAGEMENT ECHELON

POST 48/281: DIRECTOR PROMOTION OF SAFETY REF NO: DCS 02/2018

Re-advertisement, previous applicants are encouraged to apply.

SALARY: R1 005 063 (Level 13) (All-inclusive package)
CENTRE: Head Office (Polokwane)
REQUIREMENTS: An appropriate recognized three year (NQF7) Qualification in Communications/ Journalism or equivalent plus 5 years’ experience in communication environment at middle management level. Events Management, Publication development, Communication Strategy. Experience in Community outreach programs. Deep knowledge of a variety of work ranges and procedures, Financial Management, Media work, Planning and Organizing, Communications, Publication, Research, Computer, Community Development and General Journalism. Ability to interpret and apply policy, Analytical and innovative thinking, Report writing, Workshop presentation and facilitation, Communication and Leadership skills. The incumbent will be required to travel long distances and work flexible hours including weekends.

DUTIES: Manage the formulation and implementation of a Departmental Communication Strategy. Ensure the implementation of Departmental Events Management Plan, Oversee the production of Departmental Publications, Oversee the marketing and promotion of departmental programmes and activities, Ensure the establishment of a sound relationship between the Department, Media and the Public. Overall Management of the sub units financial, Physical and human resources. Coordinate the JCPS cluster Communicators network.

ENQUIRIES: Ms. Mswazi Mokgadi @ 015 290 2901; Ms. Amika Yashnie @ 015 290 2960 and Mr. Nghomani Dumisani @ 015 290 2953

NOTE: This post is targeted for People with Disability, Indian Female, Coloured Male and White Female

OTHER POSTS

POST 48/282: DEPUTY DIRECTOR: SOCIAL CRIME PREVENTION REF NO: DCS 03/2018

SALARY: R826 053 (Level 12) (All-inclusive Package)
CENTRE : Head Office (Polokwane)

REQUIREMENTS : A Bachelor Degree in Criminal Justice or Criminology or Social Sciences. At least 3 years’ experience at Junior management level. Experience and qualification in Project Management will be an added advantage. Proven skills in stakeholder coordination. Experience in community outreach programs. Interpretation of Criminal Justice System Legislations, Public Speaking skills. Strategy development and implementation. Policy analysis and implementation, Conflict resolution, Stakeholder coordination. Team player. Strong conceptual and formulation skills. Research and professional report writing skills. Valid Driver’s license.


ENQUIRIES : Ms. Mswazi Mokgadi @ 015 290 2901; Ms. Amika Yashnie @ 015 290 2960 and Mr. Nghomani Dumisani @ 015 290 2953

NOTE : This post is targeted for People with Disability, Coloured, Indian and White Females.

POST 48/283 : ADMIN OFFICER DISABILITY ASSISTANT REF NO: DCS 04/2018

SALARY : R242 475 (Level 07)
CENTRE : Head Office (Polokwane)

DUTIES : Provide driver and messenger services to the person with visual impairment. Translate documents into accessible format for persons with visual impairment. Assist with logistics during attendance of meetings and workshop to be attended by the person with disability. Manage travel documentation when accompanying the person with disability. Arrange the bookings of boardrooms and invitations. Familiarize person with visual impairment with new and unfamiliar environment. Assist with overall administrative functions in the branch. Serve as sighted guide to the visually impaired person.

ENQUIRIES : Ms. Mswazi Mokgadi @ 015 290 2901; Ms. Amika Yashnie @ 015 290 2960 and Mr. Nghomani Dumisani @ 015 290 2953
NOTE : The post is targeted for people with experience of working with totally visually impaired people.

POST 48/284 : CLEANER REF NO: DCS 05/2018

SALARY : R96 549 (Level 02)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : ABET, Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Good written and communication skills. Team-work. Citizen focus and responsiveness. Communication and Information Management. Managing and resolving Interpersonal Conflict.

Preparing tea/coffee and water for meetings. Wash and keep stock of kitchen utensils. Report broken cleaning machines and equipment. Request cleaning material.

**ENQUIRIES**
Ms. Mswazi Mokgadi @ 015 290 2901; Ms. Amika Yashnie @ 015 290 2960 and Mr. Nthomani Dumisani @ 015 290 2953

**NOTE**
This post is targeted for white, coloured and Indian male and female.

**POST 48/285**
**CHAIRPERSON RISK MANAGEMENT COMMITTEE REF NO: DCS 03/2018**
(2 years contract)

**SALARY**
SAICA tariffs/rates as per its circular 01/2018

**CENTRE**
Polokwane

**REQUIREMENTS**
A post graduate qualification in Risk Management/Audit/Finance. CIA/MBA/MBL within the risk environment will be an added advantage. 5-10 years’ experience in Audit/Finance/risk management. Knowledge of the PFMA, COSO framework and Public sector risk management framework. Broad knowledge of governance structures and a fair understanding of the regulatory framework within provincial government. Proven track record in chairing high level meetings. Excellent communication and interpersonal skills. Candidate must not be a government employee.

**DUTIES**
The chairperson is expected to chair all Risk Management Committee meetings, ensure that the committee meets its obligations and compile quarterly reports to accounting officer. Reviewing and monitoring implementation of risk management framework, policy, charter, and strategy with the Department. Ensure integration of risk management into planning, monitoring and reporting processes. Provide advice/guidance on setting risk appetite and reviewing tolerance level. Ensure that committee conduct its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee charter and King iv report on corporate governance. Ensure compliance to statutory requirement and Risk Management best practice.

**ENQUIRIES**
Mr. Banyini Giyani Tel No: 015 290 2911 and Ms. Rasebotsa Pamela: Tel No: 015 290 2909
ANNEXURE W

PROVINCIAL ADMINISTRATION: WESTERN CAPE
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: 18 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 48/286: PROJECT MANAGER: AFTER SCHOOL GAME CHANGER REF NO: CAS 2018-47
(1 Year Contract)

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

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

REQUIREMENTS: B-degree and a post graduate qualification in management; At least 10 years of management experience in complex, multi-stakeholder environments. Competencies: Advanced knowledge of public policy analysis and public policy development processes; Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; Advanced knowledge of modern systems of governance and administration and organisational change and development; Advanced knowledge of public communication, public education and public discourse management processes; Knowledge of government policy; Knowledge of inter-governmental and international relations; Knowledge of human resource management processes; Knowledge of financial management processes.

DUTIES: Analysis of provincial policy and alignment of critical areas to the After School Programme (ASP); Supporting provincial departments involved in the ASP with respect to strategic planning; Development of appropriate structures and systems for the effective and efficient administration and management of the ASP; Human resource and financial management.

ENQUIRIES: Mr S Julie Tel No: (021) 483 3134

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 48/287: DEPUTY DIRECTOR: ENGINEERING AND TECHNICAL SUPPORT

SALARY: R697 011 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: A Degree or National Diploma for technicians (or Equivalent) (T- or N- or S- Stream) in Mechanical or Electrical Engineering.

DUTIES:
Key result areas/outputs: Manage and supervise a multi-disciplinary workshop including the budget and personnel. Ensure that repairs and installations are carried out. Ensure the maintenance, repairs to, and installation of hospital electrical and mechanical equipment, systems and plant. Maintain and implement preventative maintenance schedules. Liaise with clients with regard to information and work progress. Write reports, specifications and call for tenders. Ensure compliance with the Occupational Health and Safety Act at the Institutions.

ENQUIRIES:
Dr MA Mukosi Tel No: (021) 658-5091

APPLICATIONS:
The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION:
Ms T Nqola

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

CLOSING DATE:
14 December 2018

POST 48/288:
ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)
West Coast District

SALARY:
R581 826 (PN-B4) per annum

CENTRE:
Malmesbury Community Day Centre

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science, Health Assessment Treatment and Care (R48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills. Ability to function independently as well as in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to communicate effectively (both written and verbal), in at least two of the three official languages of the Western Cape.

DUTIES:
Key result areas/outputs: Responsible for operational and strategic management of District Health Services for the Sub-district, i.e CDC’s, clinics, mobiles and satellites. Provide clinical supervision and support services at Sub-district level. Ensure efficient financial planning and control and the effective use of all resources. Participate in Human Resource Management and Skills Development
Planning of clinic staff within the Sub-district. Ensure the provision of high quality services measured by outcomes of various quality assurance activities.

ENQUIRIES: Ms J van der Westhuizen Tel No: (022) 482-2729
APPLICATIONS: The District Director: West Coast District, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION: Mr E Sass
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 14 December 2018

POST 48/289: OPERATIONAL MANAGER (PRIMARY HEALTH CARE) (X2 POSTS)
Eden District

SALARY: R532 449 (PN-B3) per annum
CENTRE: Mossel Bay Sub-district:
Eyethu Community Clinic
Asla Community Clinic

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel, PowerPoint).

DUTIES:
Operational management of facility by Management of burden of disease, render clinical and administrative services. Manage Critical Support Services by ensuring Quality data, consumable and drug management, maintenance and infrastructure management as well as asset management. Adequate financial planning and control: Manage budget, procurement, assets and stock control. Human Resource Planning and Management by Performance Management and ensure that all personnel undergo training according their Individual Development and Performance Plan as well as implementing policies, precepts and protocols. Improve quality of services and deliver a patient centred service.

ENQUIRIES: Ms M Manuel Tel No: (044) 604-6106
APPLICATIONS: The Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 14 December 2018

POST 48/290: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Overberg District

SALARY: R532 449 (PN-B3) per annum
CENTRE: Napier Community Clinic

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-
year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape and Computer literacy (MS Word and Excel).

DUTIES: Provision of quality comprehensive health care within the facility. Handle personnel matters including supervision and Performance Management, Finances and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Management planning to practice a holistic health service on a short, medium and long term basis. Render clinic services and organise a cost effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Liaise with relevant stakeholders including facility committees and community participation. Collect, verify and timeous submission of accurate statistics and management of critical support services.

ENQUIRIES: Ms G Van der Westhuizen Tel. No. (028) 514-1142
APPLICATIONS: The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION: Ms A Brits
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 14 December 2018

POST 48/291: CLINICAL PROGRAMME CO-ORDINATOR

SALARY: R420 318 (PN-A5) per annum
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work after-hours. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office and Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES: Co-Ordinate and participate in the teaching of personnel in the clinical areas. Facilitate the basic or post-basic course programmes for nursing staff and manage the identified nurse education programmes in the Nursing department. Evaluate or assess the competencies and skills of speciality nursing personnel. Facilitate the in-service training and competencies as well as the orientation programmes for speciality nurses. Conduct surveys and research relating to nursing education and nursing service matters. Liaise with the Nursing Directorate and relevant nursing colleges for basic or post basic nursing training student placements and provide input at the hospital’s nursing training committee meetings.

ENQUIRIES: Ms FCG Marthinus Tel No: (021) 938-4055
APPLICATIONS: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION: Ms V Meyer
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 14 December 2018

POST 48/292: CLINICAL NURSE PRACTITIONER 1 TO 2 (PRIMARY HEALTH CARE)
Eden District

SALARY: Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum
CENTRE: Alma Community Clinic, Mossel Bay Sub-district

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). 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 Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.

DUTIES:
Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

ENQUIRIES:
Ms M. S Manuel Tel No: (044) 404-6106

APPLICATIONS:
The Manager: Eden District Office, Private Bag X 6592, George, 6530.

FOR ATTENTION:
Ms S Pienaar

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

CLOSING DATE:
14 December 2018

POST 48/293:
SPEECH THERAPIST GRADE 1 TO 3
Chief Directorate: Rural Health Services

SALARY:
Grade 1: R300 828 per annum
Grade 2: R352 707 per annum
Grade 3: R415 482 per annum

CENTRE:
Worcester Regional Hospital

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist. Registration with a professional council: Current registration with the HPCSA as a Speech Therapist. Experience: Grade 1: None after registration with the HPCSA in the relevant profession in Speech Therapy (where applicable in respect of RSA qualified employees). 1-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. A Minimum of 21 years’ relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent communication skills in at least two of the three official languages of the Western Cape. Good report writing, interpersonal, organising, leadership and planning skills as well as computer literacy. Good and sound knowledge of appropriate national and provincial legislation and policies. Ability to work independently and in a multi-disciplinary team.
DUTIES: Render diagnostic and therapeutic speech and language services in accordance with patient needs and professional standards. Manage resources optimally and effectively. Participate in the multi-disciplinary team environment both within and outside hospital. Participate and present in-service training and Continuing Education. Perform administrative tasks related to the speech and language service within the hospital.

ENQUIRIES: Ms S Jaftha Tel No: (023) 348-6496
APPLICATIONS: The Chief Executive Officer; Worcester Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION: Ms H Swart
NOTE: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE: 14 December 2018

POST 48/294: COMMUNICATION OFFICER (X2 POSTS)
Directorate: Communications
SALARY: R299 709 per annum
CENTRE: Head Office, Cape Town (X1 Post)
DP Marais Hospital, Retreat (X1 Post)
REQUIREMENTS: Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Journalism, Public Relations or Marketing. Experience: An appropriate Communication experience in related working environment or field. Inherent requirement of the job: Valid (Code E/EB) driver’s licence. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal, analytical skills and problem-solving abilities. Well-developed writing and editing skills in English, Xhosa or Afrikaans. Reputation Management. Media Liaison. Brand Management. Ability to work independently and operational management capability.
DUTIES: Develop and execute awareness communication campaigns. Compile research, co-ordinate, edit and produce communication material. Handling of all queries from the general public through official platforms. Reputation Management including Media liaison (handling of media queries, writing of media releases, media monitoring and evaluation); above and below the line material and brand management. Communication with all staff involved when there is a special event. Identifying interesting and positive stories for the media.

ENQUIRIES: Mr M Van Der Heever Tel No: (021) 483-3716
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind will be required when applying for this post.
CLOSING DATE: 14 December 2018

POST 48/295: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
Chief Directorate: Rural Health Services
SALARY: R163 563 per annum
CENTRE: George Hospital
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 Supply Chain Management environment. Practical experience of LOGIS and the Integrated Procurement System. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions
and the Accounting Officer System. Knowledge of the LOGIS System and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). 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 on IPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Warehouse management which include the issuing and receiving of stock, maintaining and managing stock levels, ensuring proper warehouse control, capturing of all relevant documentation on LOGIS and keeping updated filing of all documentation. Asset Management which includes proper management of assets pertaining to disposals, capturing of relevant documentation on LOGIS and keeping updated filing of all relevant documentation. Ensure compliance to all relevant laws and prescriptions related to the Supply Chain. Handle telephonic and written queries from suppliers and end users.

**ENQUIRIES:**
Ms N Colburn Tel No: (044) 802-4560

**APPLICATIONS:**
The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

**NOTE:**
No payment of any kind will be required when applying for this post.

**CLOSING DATE:**
14 December 2018

**POST 48/296:**
**ADMINISTRATION CLERK: SUPPORT**
Eden District

**SALARY:**
R163 563 per annum

**CENTRE:**
Asla Community Clinic, Mossel Bay Sub-district

**REQUIREMENTS:**
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literate (Windows, Excel). Appropriate course in Basic Routine Health Information System for Data Capturers will be to your advantage.

**DUTIES:**
- Data management and capturing on Tier.net, SINJANI. Supportive administration functions. Register patients on the Patient Administration System (PHCIS). Responsible for folder management (i.e. file, retrieve, archive and dispose folders). Maintain patient appointment system. Responsible for effective management of communication (telephonic enquiries).

**ENQUIRIES:**
Ms M Manuel Tel No: (044) 604-6106

**APPLICATIONS:**
The Director: Eden District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTION:**
Ms S Pienaar

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

**CLOSING DATE:**
21 December 2018

**POST 48/297:**
**CLEANER**
West Coast District

**SALARY:**
R96 549 per annum

**CENTRE:**
Radie Kotze Hospital

**REQUIREMENTS:**
Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays, day and night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

**DUTIES:**
- Render effective, efficient and safe hygiene and domestic services in Nursing Component. Render support services to Household supervisor. Contribute to effective management of domestic responsibilities. Contribute to effective utilisation and functioning of apparatus and equipment. Adhere to loyal service ethics.

**ENQUIRIES:**
Ms B Smit Tel No: (022) 913-1175
APPLICATIONS: The District Manager: Private Bag X15, Malmesbury, 7299.
FOR ATTENTION: Ms C Julius
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 21 December 2018

POST 48/298: TRADESMAN AID
West Coast District

SALARY: R96 549 per annum
CENTRE: Citrusdal Hospital
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime and do standby duties as well as driver functions. Physically able to perform duties required and to handle heavy equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Knowledge of the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to optimally utilise allocated resources such as tools and materials.

DUTIES: Complete and efficient execution of instructions which include, amongst others, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations and the planning thereof. Strict adherence to the Occupational Health and Safety Act. Assist Artisan/Handyman in the performance of their duties, as well as driver function when the need arises, in the whole Sub-district. Exercise control over tools, equipment and materials. Provide effective support to supervisor and colleagues.

ENQUIRIES: Ms NW Smit Tel No: (022) 921-2153
APPLICATIONS: The Medical Superintendent: Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
FOR ATTENTION: Ms NW Smit
NOTE: No payment of any kind is required when applying for this post. A practical test will form part of the selection procedure.
CLOSING DATE: 21 December 2018

POST 48/299: FOOD SERVICES AID
West Coast District

SALARY: R96 549 per annum
CENTRE: West Coast TB Centre
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be fit and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of HACCP, national guidelines on safe preparation, storage and handling of powdered infant formula for the Health Facilities and Home Environment and Health and Safety policies. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES: Assist in the receipt and storage of all provisions and stock in the Food Service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Render Human Resource Support to Supervisor.

ENQUIRIES: Ms M Sedeman Tel No: (022) 487-3294
APPLICATIONS: The Director: West Coast District, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION: Mr E Sass
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE: 21 December 2018

POST 48/300: HOUSEHOLD AID

SALARY: R96 549 per annum
CENTRE: Citrusdal Hospital
REQUIREMENTS: Basic literacy and numeracy. Experience: Appropriate Hospital/Clinic or other Health Facility cleaning experience. Inherent requirement of the job: Ability to work with heavy duty household/cleaning equipment. Willingness to work shifts, night duty and on public holidays. Competencies (knowledge/skills): Knowledge of infection control and safety procedures of a hospital/clinic environment.
DUTIES: Render an effective, efficient and safe hygiene service in the hospital. Cost effective usage of cleaning materials and equipment. Correct handling and disposal of waste and medical waste. Correct handling of soiled linen. Assist with service of meals and beverages to patients. Render a support service to supervisor.
ENQUIRIES: Ms L Kotze Tel No: (022) 921-2153
APPLICATIONS: The Director: West Coast District, Department of Health, Private Bag X15, Malmesbury, 7300.
FOR ATTENTION: Ms L Siegelaar
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 21 December 2018
POST 48/301: HOUSEHOLD AID
SALARY: R96 549 per annum
CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS: Basic literacy and numeracy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.
DUTIES: Render effective, efficient and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. Contribute to effective utilisation and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics.
ENQUIRIES: Ms S Cupido, Tel No: (021) 658-5452/Ms L Chenga Tel No: (021) 658-5436
APPLICATIONS: The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION: Ms C Davids
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 21 December 2018