PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 49 OF 2018
DATE ISSUED: 07 DECEMBER 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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### PROVINCIAL ADMINISTRATIONS

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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: 21 December 2018

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 49/01: DIRECTOR: LANGUAGE PLANNING AND DEVELOPMENT REF NO: 73/2018
Branch: Arts Culture Promotion and Development
Chief Directorate: National Language Service

SALARY: R1 005 063 per annum (An all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), the 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: A Bachelor’s degree with a language/Linguistics/Sociolinguistics as a major. 5 years’ experience at middle/senior management level, preferably in the Public Sector Proven general computer literacy. Sound knowledge of crucial background and current multilingual affairs will serve as a strong recommendation. Knowledge and in-depth understanding of language policy. Advanced research and report-writing skills. Knowledge of legislation supporting transformation in SA. Strategic capability and leadership. Programme and project management. Financial management. Problem solving and analysis. Knowledge of the Use of Official Languages Act, 2012, and its regulations.

DUTIES: As the Head of the Directorate, the incumbent will be responsible for the following: Develop, review and revise language policies and design implementation
strategies and projects. Design and conduct language research and surveys towards revision and adjustment of policy. Analyse research outputs and produce management reports. Draft and prepare content for language legislation. Provide advice to other government departments and provinces on development of language policies through workshops, seminars and written inputs. Prepare responses to parliamentary questions. Devise appropriate monitoring and evaluation mechanisms to ensure that policy implementation is successful. Facilitate the implementation of language legislation. Establish collaboration and partnerships with key role players such as universities, language units, Parliament, PanSALB and government departments. General supervision and management of finances and staff in the Directorate.

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

OTHER POSTS

POST 49/02: DEPUTY DIRECTOR: TRANSLATION & EDITING: AFRICAN LANGUAGES
REF NO: 74/2018
Branch: Arts and Culture Promotion and Development
Chief Directorate: National Language Service

SALARY: R697 011 per annum (An all-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: A Bachelor’s degree with an African language (as first language), Translation or Linguistics as major subject. Proven general computer literacy. 3-5 years’ middle management experience in African languages translation and editing. Excellent command of English. Good communication and interpersonal skills. Ability to work under pressure. Supervisory and leadership skills. People management and empowerment. Knowledge of the Use of Official Languages Act, 2012, and its regulations.

DUTIES: The incumbent will be responsible for the following: Enhance access to information through the management of a translation and editing service in the official African languages. Translate and do quality control of documents in relevant African language. Manage and monitor document workflow in African Languages Sub-directorate. Manage administrative processes for outsourcing and payments. Facilitate training of Sub-directorate’s staff. Liaise with internal and external stakeholders on translation and editing matters.

ENQUIRIES: Ms P Mulaudzi, Ms B Manqaba, Ms N Ngcama, Ms S Botha Tel No: 012-441 3646/3730/0823243637
NOTE: Successful completion of a departmental translation and editing test.

POST 49/03: DEPUTY DIRECTOR: MGE REF NO: 75/2018
Branch: Arts, Culture, Promotion and Development

SALARY: R697 011 per annum (An all-inclusive salary package)
CENTRE: Pretoria

DUTIES: Provide efficient project management support to the chief directorate on the implementation and evaluation of the MGE programme. Coordinate and manage the grant open call advertisement. Internal processes reviewing of applications. Secretariat function for the MGE adjudication Panel consisting of senior managers. Scheduling and coordinating of MGE adjudication panel sittings. Implementation of recommended cultural events projects. Financial planning and management of budget in line with the budget allocations and treasury regulations. Monitoring of the use and availability of funds. Liaise with legal unit and preparation of contracts with beneficiaries. Preparing reports in relation to the APP and ensuring the projects fits the APP strategic outcomes. Reporting and briefing documents to the
internal external reporting strategic outcomes. Reporting and briefing documents to the internal and external reporting structures such as MinMec, CEO’s Forum and TIC Forum. Compilation and ensuring the timely delivery of any reporting required by M&E, Risk and Audit during all stages of reporting cycle. Planning and implementation of the MGE roadshows to the wider sector. Representing the department in government sector and industry process management and improvement. Define and manage a well-defined project management process and champion ongoing process improvement initiatives to implement best practices for Agile Project Management.

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

POST 49/04 : DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 76/2018
Chief Directorate: Human Resource Management

SALARY : An all-inclusive remuneration package of R697 011 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year Bachelor’s Degree or National diploma in labour relations plus 3-5 years’ experience as an Assistant Director involved in employee relations field. Experience and knowledge of handling disciplinary hearing and grievances including handling complaints. Experience in representing employer in dispute resolution forums and departmental bargaining chamber. Knowledge and understanding of employment legislation and public service regulatory framework. Good communication and negotiation skills. Strong report writing and presentation skills. Knowledge of policy development. A valid driver’s licence and willingness to travel.
DUTIES : Develop departmental strategies and systems relating to dispute resolution mechanism, including policies, procedures and processes. Ensure compliance with relevant legislations and regulatory frameworks. Ensure uniform implementation of Employee Relations guidelines. Policies and directives within the Department by providing Employee Relations Training. Render advisory services to management and employees on dispute prevention. Resolution and bargaining matters. Facilitate and manage the resolution of disputes in the Department. Facilitate and represent the Department at the Departmental Bargaining Chamber. Facilitate the management of discipline and grievances in the Department.

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

POST 49/05 : ASSISTANT DIRECTOR: GEOGRAPHICAL NAMES REF NO: 77/2018

SALARY : R356 289 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a three-year Degree / National Diploma in Geographical Information Systems.
DUTIES : To provide support and assist the South African Geographical Names Council to fulfil its mandate of advising the Minister on the standardisation of geographical names in South Africa. Manage and coordinate the national database on geographical names. Liaison with national, provincial and local government departments. Coordinate the capturing and processing of geographical names at all levels. Compile reports for the department and the South African Geographical Names Council. Ensure that geographical names information is on the departmental website and packaged for electronic publications.

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

POST 49/06 : ASSISTANT DIRECTOR: LIBRARY POLICY AND CO-ORDINATION REF NO: 78/2018
Directorate: Library Policy and Co-Ordination

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

An appropriate three-year degree or National diploma in Library and Information Science with a minimum of 5 years' experience. Knowledge and understanding of national legislation and policies pertaining to library and information services and records management, specifically the Legal Deposit Act, 1997. Ability to liaise with stakeholders. Project management. Working experience in the national and/or provincial spheres of Government will be an advantage. Strong planning skills. Proven written and verbal communication skills. Reliability and good administrative skills. Problem-solving skills. Ability to work in a team. Willingness to travel outside Pretoria as required. Membership of LIASA is preferred.

**DUTIES**

The incumbent will co-ordinate policy and handle legal deposit matters relating to the Legal Deposit Committee in accordance with the Legal Deposit Act, 1997 and other relevant legislation. Administer special investigations into certain national library and information services (LIS) policy matters (as required). Conduct research on certain national LIS policy matters and their impact on access to national information resources (e.g. Braille, legal deposit, copyrights and preservations). Administer ad hoc grants to certain national LIS projects. Assist with community library conditional grants. Administer records management within the Directorate and maintain its File Plan.

**ENQUIRIES**

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

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**POST 49/07**

**CHIEF LANGUAGE PRACTITIONER: SESOTHO (TRANSLATOR) REF NO: 79/2018**

Chief Directorate: National Language Services
Sub directorate: African Languages

**SALARY**

R356 289 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate, recognised Bachelor’s degree with Sesotho or Translation or Linguistics as a major subject. Sesotho as first language. 3-5 years’ proven Sesotho translation and editing experience. Excellent command of English. Proven general computer literacy. Ability to translate and edit text electronically. Good written and verbal communication skills. Ability to work under pressure. Good interpersonal skills. Knowledge of the Use of Official Languages Act, 2012, and its regulations. Additional Requirements: Successful completion of a departmental Sesotho translation and editing test.

**DUTIES**

Translate official documents from English into Sesotho and vice versa. Edit official documents in Sesotho. Liaise with stakeholders and give advice to clients on language matters. Do research to obtain information about work and consult on translation issues. Coin and record new terms. Exercise quality control of translated documents. Supervise staff.

**ENQUIRIES**

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

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

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education’s website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

CLOSING DATE: 28 December 2018

FOR ATTENTION: Ms J Masipa/Ms N Monyela

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

MANAGEMENT ECHELON

POST 49/08: CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL

REF NO: DBE/CDODG/02
Branch: Office of the Director-General

SALARY: R1 189 338 per annum (All-Inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor’s Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA; At least 5 years’ experience at senior managerial level. Process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver’s license and be willing to travel extensively.

DUTIES: The successful candidate will be responsible to oversee the administration of the office of the Director-General. Provide general support services to the Director-General. Support the Director-General in the execution of his duties, particularly with regards to FOSAD, government clusters, SMM, MMM, HEDCOM, CEM and Parliament. Manage the parliamentary offices in Pretoria and Cape Town during sessions. Manage business processes and workflow in the office of the Director-General including an efficient record keeping system. Liaise with the Ministry and other Branches within the Department. Support the Director-General in his monitoring and oversight role in the provinces. Provide strategic support for provincial interventions. Ensure effective liaison and system co-ordination of support services. Manage identified projects for the Director-General.

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

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

OTHER POST

POST 49/09 : DEPUTY DIRECTOR (NEEDU EVALUATOR) REF NO: DBE/59/2018
12 Months Contract
Branch: Planning and Delivery Oversight Unit (PDOU)
Chief Directorate: National Education Evaluation and Development Unit (NEEDU)

SALARY : R826 053 per annum (All-Inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Three year relevant post matric qualification (NQF level 6) in the educational field is a minimum requirement, supported by an extensive experience in teaching, plus four (4) years relevant experience at supervisory/middle managerial level is required. A sound knowledge of the education policy and legislation environment. Extensive knowledge of GET and FET curriculum and must be a specialist in the Foundation Phase. Must have strong language competency in isiNdebele and or Siswati. An understanding of Whole-School Evaluation (WSE), Integrated Quality Management System (IQMS) and standard setting process. Strong communication (verbal and writing) skills. Proven experience of both qualitative and quantitative research methodology. Sound analytical skills. Report writing and presentation, including MS PowerPoint presentation skills. Knowledge of matrix and project management. The ability to work under pressure and meet deadlines. Computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook). Ability to work independently without supervision to meet targets. Willingness to work extensive hours and be prepared to travel. A valid driver’s licence. Possession of own transport that is capable of reaching schools in harsh road conditions. A passion to making a positive contribution to South African education.

DUTIES : Liaise with district officials and school management teams to prepare for evaluations. Conduct independent evaluation in sampled schools, districts and provincial offices following prescribed evaluation protocol and evaluation instruments. Provide a clear assessment of the state of teaching and learning in all schools, districts and provincial offices evaluated, this will include collecting and analysing data. As an integral part of a school evaluation process, observe educators in practice using approved instruments. Write, edit and analyse reports as well as provide recommendations for improvement. Collate reports from different members of the evaluation team. Analyse evaluation reports to identify emerging trends within districts and schools. Verify the findings of a school self-evaluation. Contribute to standards setting in education. Perform any other functions as deemed appropriate by the Chief Executive Officer within the ambit of labour law.

ENQUIRIES : Ms J Masipa Tel No: 012 357 3295/ Ms N Monyela Tel No: 012 357 3294
NOTE : Shortlisted candidates will be required to undertake a writing test as part of the interview process.
APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

CLOSING DATE: 24 December 2018

FOR ATTENTION: Human Resource Management

NOTE: Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

OTHER POSTS

POST 45/10: SPECIALIST SCIENTIST: BIOLOGICAL OCEANOGRAPHY REF NO: OC64/2018

SALARY: R1 185 210 (All inclusive remuneration package, conditions apply)

CENTRE: Cape Town

REQUIREMENTS: An appropriately recognised PhD in Marine Sciences, Biological Sciences, Zoology, Oceanography or related field. At least 10 years post qualification experience researching marine biology and biodiversity particularly plankton in South Africa, regionally and in the Southern Oceans. Extensive relevant research and Sound knowledge of marine biology. A proven record of scientific research output and human capital development; Demonstrated experience in establishing in situ oceanographic programmes. Extensive record of research and development in the ocean environment with existing funded projects. A good knowledge and understanding of the biological oceanography in the region and ability to integrate with other relevant disciplines for scientific and management purposes. Extensive ability to utilize oceanic observations and measurements in addressing scientific or practical problems. A proven track record of relevant research output including publications and human capital development. Ability to develop, promote and communicate research results to stakeholders, policymakers, scientists, and the general public. Demonstrated strategic management and scientific leadership. The successful incumbent must pass a medical examination for seafarers (Act No.57 of 1951). Registration with SACNASP as a Professional/Certificated Natural Scientist is compulsory. The following will be an advantage: Knowledge in establishing national or regional research programmes. Ability to respond and contribute to the development of internal and external cooperation projects. Experience in marine data and information handling and statistically analyzing data.

DUTIES: Conduct, supervise and manage monitoring programmes and time-series studies in respect of fluctuations in the marine environment in general and in plankton populations in particular, and examine their linkages with ecosystem variability and climate change. Integrate and develop research programmes pertaining to ocean processes and dynamics with an emphasis on integration with other disciplines. Develop programmes/projects on applied biological oceanography including theoretical, modeling, instrumentation and field programs spanning basic and applied research. Provide strategic scientific leadership and direction at national, regional and international levels. Participate in sea-going research cruises, field trips and related activities. Develop projects to address knowledge gaps in South Africa. Conduct and lead applied research into the biological oceanography around southern Africa with application to the earth systems approach. Develop research
and environmental monitoring activities complementing and/or improving existing activities including developing applications from the marine information and data. Participate in working groups and scientific fora as required and delegated by the Department. Publish scientific results in peer-reviewed journals and present at conferences. Provide scientific advice pertaining to oceanography and play a leading role in advocacy. Manage research activities in oceanography and evaluate scientific efficiency. Mentor, train and develop junior scientists and technicians with emphasis on internal staff and students. Develop, implement and operationalize an in situ measurement strategy for South Africa comprising fixed and mobile platforms with strong local, regional and international links, and integration with biogeochemical modeling. Lead Research and Development into new in situ measurement technologies, platforms, and data processing, validation and dissemination methodologies. Participate in teaching at secondary to graduate level within his/her field of research.

ENQUIRIES
Jimmy Khanyile Tel No: 021 819 5003 / Ashley Johnson Tel No: 021 819 5003

POST 49/11
SPECIALIST SCIENTIST: CHEMICAL OCEANOGRAPHY REF NO: OC65/2018

SALARY
R1 185 210 (All inclusive remuneration package, conditions apply)

CENTRE
Cape Town

REQUIREMENTS
An appropriate recognized PhD degree in Chemistry (Inorganic Chemistry/Biogeochemistry) or equivalent qualification. At least 10 years post qualification experience Sound knowledge of the application of chemistry to the marine environment. A proven record of scientific research output and human capital development. Proven strategic management and leadership skills. Extensive experience in establishing research programmes. The successful incumbent must pass a medical examination for seafarers (Act No.57 of 1951). Registration with SACNASP as a Professional/Certificated Natural Scientist is compulsory. Willingness and ability to go to sea regularly and for extended periods. A valid code 08/EB driver’s license. Successful candidate must pass a medical examination for seafarers (Section 101 of the SAMS A Act.57 of 1951). Registration with SACNASP as a Professional/Certificated Natural Scientist is compulsory. The following will be an advantage: Proven extensive experience with marine chemistry research. A sound understanding of ecosystem processes and functioning in the oceans surrounding Southern Africa and impacts of global change.

ENQUIRIES
Jimmy Khanyile Tel No: 021 819 5003 / Ashley Johnson Tel No: 021 819 5003

POST 49/12
SCIENTIST PRODUCTION GRADE A: COASTAL RESEARCH REF NO: OC63/2018

SALARY
R585 366 per annum (All inclusive remuneration package, conditions apply)

CENTRE
Cape Town

REQUIREMENTS
An appropriate recognized BSc (Hons) or equivalent qualification with a minimum of 3 years post qualification scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. Must have a valid code 08/EB driver’s license. A good scientific understanding of the conservation, utilisation and management of coastal waters in South Africa, including sandy beaches and rocky shores, and marine and coastal pollution in that environment. Data management skills, ability to deal with large and complex datasets. A strong background in spatial data analysis and numerical literacy. A sound understanding of ecosystem processes and functioning in the oceans surrounding Southern Africa and impacts of global change. Willingness and ability to go to sea and undertake field trips.
Successful candidate must pass a medical examination for seafarers (Section 101 of the SAMSA Act.57 of 1951).

**DUTIES**: Develop or help develop new proposals, internally or externally. Initiate and/or participate in a collaborative project. Participate in marine/coastal surveys/trips. Management of infrastructure, samples and data. Process and analyse samples. Publication of scientific findings in journals, scientific articles/research reports. Presentations in professional meeting, forums or symposia. Attend training courses/workshops. Participate in outreach events, including public talks, exhibitions etc. Provide written advice/input on issues related to coastal environment. Undertake administrative tasks (procurement of equipment and consumables for projects). Plan implementation of projects (e.g. Field trips and outsourcing of sample analysis).

**ENQUIRIES**: Mr L Madikiza Tel No: 021 819 5010/ Dr S Kirkman Tel No: 021 819 5051

**POST 49/13**

**SALARY**

R468 513 per annum

**CENTRE**

Cape Town

**REQUIREMENTS**

An appropriate 4 year Degree in Natural or Environmental Management/Sciences or equivalent qualification and 6 years post qualification experience in related field. Extensive knowledge and skills of the South African coast, marine and coastal pollution management, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation; Knowledge of water quality and environmental monitoring techniques and management; Knowledge and understanding of data and information management. The ability to interpret and apply coastal and related legislation and policies, including the NEM: ICMA Act, NEMA, NEM: WA and NEM: BA Regulations, National Water Act, Minerals Act, international treaties and conventions, national and provincial laws, and departmental protocols. Knowledge and understanding of the functioning of coastal ecosystems and the impacts of human activity on those systems. Knowledge of Integrated Environmental Management and Environmental Impact Assessment. Knowledge of UNEP commitments, GPA programme, Regional Seas Conventions and related projects. Knowledge of government administration and financial procedures. Knowledge of project management. The candidate must have a valid driver’s license (Code B) and be willing to travel extensively. Excellent communication, presentation and writing skills are essential.

**DUTIES**: The candidate will be responsible for developing management tools to support the implementation of Section 69 under the Integrated Coastal Management Act (Act 24 of 2008). Source and provide technical information to allow for the identification of an appropriate fee structure for discharge permits and general authorisations. Conduct research to support the development of a risk-based ‘effluent classification scheme’ or ‘sector-specific assessment criteria’ and research to support the identification of effluent emission limits and/or standards based on effluent classification or composition. Assess technical reports and permit applications to develop ‘minimum end-of-pipe monitoring requirements’ for various discharge sectors, based on effluent classification scheme developed / and to develop ‘minimum receiving environment monitoring requirements’ for various discharge sectors. Develop and promote norms and standards pertaining to coastal water quality assessment. Provide support to Departmental water quality monitoring initiatives and other related projects. Provide advice on marine pollution issues through management plans, EIA processes and compliance processes. Perform administrative and related management support functions. Maintain the department’s interests and obligations under relevant international agreements and Programmes.

**ENQUIRIES**

Ms. N. Baijnath-Pillay Tel No: (021) 819 2409
POST 49/14

CONTROL ENVIRONMENTAL OFFICER GRADE A: ESTUARIES MANAGEMENT REF NO: OC 57/2018

SALARY: R468 513 per annum
CENTRE: Cape Town
REQUIREMENTS: An appropriate 4 year Degree in Natural or Environmental Sciences or equivalent qualification and 6 years post-qualification experience in related field. Knowledge and understanding of institutional arrangements and the legal regime pertaining to coastal management. Proven project management, coastal and estuarine management. Knowledge and understanding of coastal management processes and principles. Knowledge and understanding of the functioning of coastal ecosystems and the impact of human activity on those systems. Knowledge of successive of the Integrated Coastal Development Act. Knowledge of the Off-road vehicle regulations, their guidelines, historical context and implementation. Knowledge of government administration and financial procedures, Public Finance Management Act, DEA policies and procedures, Public Service and Departmental Procedures and Prescripts. Ability to work under extreme pressure and resolve conflict. Excellent interpersonal, communication, presentation and writing skills are essential. A valid driver’s license (code 8) and willingness to travel extensively.

DUTIES: Facilitate the development and implementation of national estuary management plans through cooperation with relevant government department. Support the development and implementation of estuary management plans at provincial including attending to stakeholder engagements at national and international. Facilitate strategies and/or framework for climate change resilience for estuaries in South Africa including the socio economic opportunities provided. Manage and administer the agreements, reports and programmes for estuaries with management authorities in South Africa, including trans-boundary related issues. Ensure the development and implementation of regulatory policy and/or framework for coordinated management of estuaries in South Africa.

ENQUIRIES: Mr P Khati Tel No: (021) 819 2495

POST 49/15

CONTROL SCIENTIFIC TECHNICIAN GRADE A: PHYSICAL OCEANOGRAPHY REF NO: (OC61/2018)

SALARY: R422 139 per annum
CENTRE: Cape Town
REQUIREMENTS: An appropriate recognized National Diploma / Degree in Natural Sciences or Physical Oceanography or in Engineering or equivalent qualification, plus six (6) years relevant post-qualification experience. Compulsory registration with SACNASP as a certified Natural Scientist. Experience in management and supervision of staff. Extensive experience in small boat operations and specialized diving techniques and expertise in the development, repair and maintenance of scientific instrumentation, preferably ocean related instrumentation. A proven track record of relevant research and development output including human capital development. Proven technical expertise, strategic management and leadership abilities.

DUTIES: Oversee and participate in the research, development, and maintenance of scientific equipment and instrumentation; maintain, develop and implement methodologies, systems and procedures related to ocean platforms, instrumentation, sensors, onboard electronic systems (power, data storage, processing, radio/cellular/satellite telemetry), hydro-acoustic modems. Coordinate and manage the collation, dissemination and management of oceanographic data produced from various fixed and moving platforms. Coordinate and supervise staff on small boats and diving operations. Undertake investigations, analyses and write reports into platform, sensor, and instrument performance, with corrective measures (e.g. effects of mooring motion). Participate in research cruises and field trips for extended periods. Develop skills, mentor and supervise staff and students. Participate in local, regional and international observation programs. Supervise research and development projects. Develop and maintain occupational health and safety (OHS) standards and standard operation procedure manuals.

ENQUIRIES: Mthuthuzeli Gulekana Tel No: 021 819 5022 / Jimmy Khanyile Tel No: 021 819 5007
NOTE: The following would be an added advantage: Knowledge and experience in oceanographic instrumentation and research vessel scientific operations. The successful incumbent will be expected to pass a medical examination for seafarers (Act No.57 of 1951). Short-listed candidates may be required to undergo a theoretical and practical boat operation/swimming/diving test.

POST 49/16: ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION: EFFLUENT DISPOSAL REF NO: OC 53/2018

SALARY: R380 364 per annum
CENTRE: Cape Town

REQUIREMENTS: An appropriate Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years’ experience in related field. Extensive knowledge and skills of the South African coast, marine and coastal pollution management, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation; Knowledge of water quality and environmental monitoring techniques and management; Knowledge and understanding of data and information management. The ability to interpret and apply coastal and related legislation and policies, including the NEM: ICMA Act, NEMA, NEM:WA and NEM:BA Regulations, National Water Act, Minerals Act, international treaties and conventions, national and provincial laws, and departmental protocols. Knowledge and understanding of the functioning of coastal ecosystems and the impacts of human activity on those systems. Knowledge of Integrated Environmental Management and Environmental Impact Assessment. Knowledge of UNEP commitments, GPA programme, Regional Seas Conventions and related projects. Knowledge of government administration and financial procedures. Knowledge of project management. The candidate must have a valid driver’s license (Code B) and be willing to travel extensively. Excellent communication, presentation and writing skills are essential.

DUTIES: The candidate will be responsible for facilitating the development of a permitting regime for Section 69 of the ICM Act and development of norms and standards for effluent disposal control Specific areas of work will include: implement the coastal waters discharge permitting system; assess technical reports and permit applications to develop ‘minimum end-of-pipe monitoring requirements’ for various discharge sectors, based on effluent classification scheme developed, assess technical reports and permit applications to develop ‘minimum receiving environment monitoring requirements’ for various discharge sectors; assist with stakeholder consultations around such assessment schemes and monitoring requirements. The candidate will be expected to develop and promote the norms and standards pertaining to coastal water quality assessment through the promotion of the revised coastal water quality guidelines and solicit feedback from local authorities and end use beneficiaries. Provide support to Departmental water quality monitoring initiatives and other related projects. Provide advice on marine pollution issues through management plans, EIA processes and compliance processes. Provide technical support to compliance and enforcement processes with the specific focus to coastal pollution related to land based sources.

ENQUIRIES: Ms. N. Baijnath-Pillay Tel No: (021) 819 2409

POST 49/17: ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION: DUMPING REF NO: OC 54/2018

SALARY: R380 364 per annum
CENTRE: Cape Town

REQUIREMENTS: A recognised Honours Degree in the Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years’ experience in related field. Relevant technical knowledge and experience in the fields of marine pollution, chemistry, waste management and environmental management is recommended. The position requires ability to analyse and interpret scientific data, and apply relevant government policies and legislation, and international instruments. Proven project management and coastal management experience as well as registration with recognized scientific professional bodies would be an
advantage. The candidate must have a valid driver’s license (Code B) and be willing to travel extensively. Excellent communication, writing and presentation skills are essential.

**DUTIES:** Provide effective technical support with the implementation of programmes and legislation to control the disposal of wastes and other matter at sea. Specific duties include the assessment of permit applications; development and implementation of projects to ensure compliance with dumping legislation; provision of technical and scientific advice on disposal and marine monitoring; development and promotion of waste prevention and reduction strategies; development of applicable guidelines and strategies for disposal site selection, monitoring and management; and the development of excellent organisational relations with relevant stakeholders. The candidate will also assist in maintaining the Department’s international obligations in terms of marine pollution, as delegated by the Director/Control Environmental Officer.

**ENQUIRIES:** Ms. F. Albertus-Stanley Tel No: (021) 819 2457

**POST 49/18:** ENVIRONMENTAL OFFICER SPECIALIZED PRODUCTION: OIL SPILLS REF NO: OC 55/2018

**SALARY:** R380 364 per annum

**CENTRE:** Cape Town

**REQUIREMENTS:** A recognised Honours Degree in the Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years’ experience in related field. Relevant technical knowledge and experience in the fields of marine pollution, disaster management and oceanography is recommended. The position requires the ability to analyse and interpret scientific data, and apply relevant government policies and legislation, and international instruments. Proven project management and coastal management experience as well as registration with recognized scientific professional bodies would be an advantage. The candidate must have a valid driver’s license (Code B) and be willing to travel extensively and after hours. Excellent communication, writing and presentation skills are essential.

**DUTIES:** Provide effective technical support with the implementation of programmes and legislation to support emergency response to an oil spill incident. Specific duties include responding to oil spill incidents, the development and implementation of an oil spill response training programme, development of oil spill training exercises; assist in the updating and promotion of the department’s suite of local oil spill contingency plans, assist in the management of equipment stores, aerial surveillance and other technical resources that ensure oil spill readiness. The candidate will also assist in maintaining the Department’s stakeholder relations and international obligations in terms of marine pollution, as delegated by the Control Environmental Officer.

**ENQUIRIES:** Ms. F. Albertus-Stanley Tel No: (021) 819 2457

**POST 49/19:** ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ENVIRONMENTAL IMPACT ASSESSMENT (EIA) REF NO: OC58/2018

**SALARY:** R380 364 per annum

**CENTRE:** Cape Town

**REQUIREMENTS:** Appropriate Honours Degree in Natural or Environmental Management/Sciences or equivalent qualification and 3-5 years’ experience in related field. Knowledge and understanding of institutional arrangements and the legal regime pertaining to coastal management. Broad knowledge of the EIA Regulations and administration. Knowledge on integrated environmental management. Knowledge and understanding of coastal management processes and principles. Knowledge and understanding of the functioning of coastal ecosystems and the impact of human activity on those systems. Knowledge of successive of the Integrated Coastal Development Act. Knowledge of the Off-road vehicle regulations, their guidelines, historical context and implementation. Knowledge of government administration and financial procedures, Public Service and Departmental Procedures and Prescripts. Advanced computer literacy skills and relevant experience. Good communication skills. Good organising and planning, problem solving skills. Ability
to work individually and in a team. Ability to work under pressure and with minimum supervision. A valid driver’s licence.

**DUTIES**

Establish a mechanism to deal with developments “regulated and unregulated” along the entire South Africa’s coastline and engage with compliance and enforcement. Facilitate engagements with competent authorities of coastal provinces for statistics on the Environmental Impact Assessment reports approved and produce quarterly and annual reports. Facilitate Oceans and Coasts comments, inputs and advice on the draft and final Environmental Impact Assessment Reports for all developments along the coast. Facilitate necessary site inspections, attendance to stakeholder meeting, working groups, and implementation workshops for Environmental Impact Assessment. Provide support to general Integrated Coastal Management projects, strategies, policies, plans and programs that have coastal environmental impact assessment implications.

**ENQUIRIES**

Ms N.P. Tonjeni Tel No: (021) 819 2451

**POST 49/20**

MARINE RESEARCH ASSISTANT III REF NO: OC62/2018

**SALARY**

R242 475 per annum

**CENTRE**

Cape Town

**REQUIREMENTS**

National Diploma in Natural Science or equivalent qualification. 1-2 years’ experience required in relevant field. Experience with microscope analysis of plankton samples, identification of ichthyoplankton and zooplankton, stable isotope analysis, and the use of plankton sampling gear. A valid code 08/EB driver’s license. Basic computer literacy. Willingness and ability to go to sea regularly and for extended periods; the successful candidate must pass a medical examination for seafarers (Section 101 of the SAMSA Act 57 of 1951).

**DUTIES**


**ENQUIRIES**

Jimmy Khanyile Tel No: 021 819 5003 / Marco Worship 021 819

**POST 49/21**

SENIOR HANDYMAN: OIL SPILLS REF NO: OC36/2016

**SALARY**

R136 800 per annum

**CENTRE**

Cape Town

**REQUIREMENTS**

Junior Certificate (Grade 10) / ABET. Code 08 driver’s licence. Basic knowledge of procurement and occupational safety procedures. Insight to safe movement of furniture/equipment. Insight of minor repairs. Insight to arrange/stack furniture accordingly in the B3 store. Ability to read maps. Ability to work under Pressure. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty. Ability to take initiative. Experience in operating of oil spill response equipment would be an advantage.

**DUTIES**

Develop and maintain capacity to respond to oil spill. Do maintenance of equipment as per schedule. Assist in the management of pollution store and assist in the purchasing and taking delivery of materials. Maintain directory of oil and chemical spill resources and database of oil spills. Assess new specifications of oil spill response techniques, equipment, products etc.

**ENQUIRIES**

Mr TJ Ntje Tel No: 021 510 0417
DEPARTMENT OF HIGHER EDUCATION AND TRAINING

South Cape TVET College is an equal opportunities employer, affirmative action employer, whose aim is to promote representation in all levels of occupational categories.

APPLICATIONS:
Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, P O Box 10400, George 6529 or hand delivered it to The Central Office, 125 Mitchell Street, George, 6529.

FOR ATTENTION:
Mr. M.E. Gcuwa

CLOSING DATE:
11 January 2019 at 16:00

NOTE:
Applications should be on a Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College maybe considered based on the operational requirements. Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. The DHET and the College reserves the right not to make an appointment. No late applications will be considered. No emailed/faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts.

OTHER POST

POST 49/22:
ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION
REF NO: PS 01/2019

SALARY:
Commencing salary R356 289 per annum (Level 09) (plus benefits) PERSAL appointment

CENTRE:
Central Office

REQUIREMENTS:
Matric plus an accredited three-year Degree/ National Diploma in Human Resource Management/Public Administration/Public Management/Labour Law or relevant equivalent qualification. Proven experience of at least 3-5 years supervisory experience in Human Resource Management environment. Computer literacy (MS Office). A valid code 08 driver’s license. Recommendations: Knowledge and understanding of the Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, PSCBC and ELRC Resolutions, Continuous Education and Training Act No 6 of 2006, Employment of Educators Act. Knowledge of relevant HR Prescripts. Good interpersonal relations, customer relations, supervisory skills and computer Literacy. Ability to lead a team of HR practitioners and offer advice to Senior Management on HR related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
DUTIES: Implement the HR Plan. Facilitate Labour Relations Function. Develop policies, guideline, and standard operating procedures. Ensure that HR Policies/Collective agreements are implemented. Provide advice and guidance to relevant stakeholders. Supervise the staff within the Departments and resolve conflict. Ensure that the College's Staff Establishment is maintained and updated. Provision of reports and statistics including information management. Manage implementation and monitoring of service benefits such as allowances, pensions, resettlement and medical assistance. Manage leave and the service termination process. Manage staff payroll for VIP and PERSAL paid staff. Maintain workflow by assign work to staff. Oversee the Human resources development, employment equity, staff performance management, and employee assistance and wellness functions. Render demand and acquisition clerical support: Control turnaround time of requisition and orders. Monitor.

ENQUIRIES: Mr. M.E Gcuwa Tel No: 044-8840359
DEPARTMENT OF HOME AFFAIRS

APPLICATIONS: Quoting the relevant reference number, direct your CV, certified copies of qualifications and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: E-mail: ISRecruitment@dha.gov.za

CLOSING DATE: 21 December 2018

NOTE: Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver’s licence is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo competency test/assessments. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Kindly note that, for e-mailed applications, should you not receive an acknowledgement of receipt/confirmation advice, this could mean that your application did not reach us due to the size of the attachments exceeding 2.5MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly. Applications must be sent in time to the correct address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

MANAGEMENT ECHelon

POST 49/23: DEPUTY DIRECTOR - GENERAL: INFORMATION SERVICES, (CHIEF INFORMATION OFFICER) REF NO: HRMC 71/18/1
Branch: Information Services

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

CENTRE: Head Office, Pretoria

REQUIREMENTS: An undergraduate qualification at (NQF level 7) and a postgraduate qualification of (NQF Level 8) as recognised by SAQA in Computer Sciences (Information Technology). 8-10 years’ experience at a senior managerial level in the Information Technology environment. An MBL or MBA will be an added advantage. In-depth knowledge of departmental priorities, the development of IT strategies and business solutions, and the E-government policy framework consultation paper developed by GITO. Extensive knowledge of implementing complex ICT infrastructure and applications projects is imperative. World-class knowledge and understanding of all relevant legislation, regulations and prescripts (including human resources and Corporate Governance) as well as how this post contributes...
to the implementation of the NDP. Insight into sector needs and business requirements. Advanced programme and project management capability. Sound communication skills. A valid driver’s licence. Willingness to travel extensively and work extended hours. A once-in-a-lifetime opportunity to work at the cutting edge of information management and security exists for a highly knowledgeable and experienced leader in IT. The successful candidate will be able to apply her/his well-earned skills to ensure the strategic positioning of the Branch and Department. The Information Services Branch is committed to the implementation of and adherence to the NDP, IT policies and strategies, regulations, standards, norms, guidelines, best practice and procedures (including those from the GITO Council and DPSA), and it therefore requires a person au fait with such.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Designing and implementing an IT strategy that is aligned to business strategy. Establishing and ensuring maturity levels of IT Governance structures that facilitate decision-making. Developing appropriate architecture frameworks, standards and policies aligned to the Department. Promoting human capital development within the Branch, including sourcing skilful and competent resources. Developing modern supporting Information Management and Technology solutions. Fostering value-adding, trusted relationships with all stakeholders. Advising the Accounting Officer on matters that have strategic and financial implications. Ensuring innovation in the implementation of service delivery solutions. Keeping the departmental strategic plan top-of-mind, ensuring effective resource management and controlling business agreements and SLAs. Effectively managing people, including developing strategic skills and fostering world-class delivery. Effectively promote and practice good Corporate Governance.

**ENQUIRIES**

Ms C Mocke, Tel No: (012) 406 4153 / 082 301 8580
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: 31 December 2018
NOTE: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where a driver’s licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 49/24: CHIEF DIRECTOR: MASTERS OPERATION REF NO: 18/226/MAS

SALARY: R1 189 338 – R1 1422 012 per annum (All inclusive remuneration package). The successful candidates will be required to sign a performance agreement.

CENTRE: Office of The Chief Master: Pretoria

REQUIREMENTS: Bachelor Degree in legal qualification or equivalent (NQF level 7); 6 years as practicing attorney or advocate of which 5 years should be at senior management level; Knowledge of Public Financial Management Act; Technical knowledge of the development and administration of a computerized IT solution; Sound knowledge and experience in insolvencies and liquidations, trusts, curatorship, wills and practicalities of the administration of estates and the Guardian Fund; Proven ability to develop and manage strategies in line with the MTSF; A valid driver’s licence. Skills and Competencies: Sound decision making skills; Strategic planning and analytical thinking; Interpretation skills; Strategic financial management; Project and people management; Change management; Strategic leadership; Entrepreneurial and business skills; Contact research; Communication skills (verbal and written); Advanced computer literacy; Strategic risk management; Innovative and creative skills.

DUTIES: Key Performance Areas: Manage and provide corporate governance to the Master of the High Court’s operations; Facilitate the stakeholder relations for the Masters Branch; Assist with determination and development of the Masters Branch strategy; Research current and proposed legislative processes which could impact on the Masters branch; Manage and co-ordinate multi-disciplinary projects teams; Provide effective people management.

ENQUIRIES: Mr. S. Maeko ☎️ (012) 315 1996

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: 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: Preference will be given to women candidate and People with disability.
OTHER POSTS

POST 49/25 : DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: 18/227/CS

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

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate recognized Degree/ National Diploma in Built environment; Property management qualification will be an advantage; 5 years relevant experience of which 3 years at supervisory level; Knowledge of National Building Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, Infrastructure Delivery Management System (IDMS, PFMA and Treasury Regulations, Municipal Act, OHS Act, etc); In-depth Property Management experience. Skills and Competencies: Computer skills (MS Excel and Ms PowerPoint); Project management skills; Sound communication and leadership skills (verbal and written); The ability to lead professional service providers to achieve project objectives; Financial management skills.

DUTIES : Key Performance Areas: Ensure that the department compiles User Asset Management Plans in line with Government Immovable Asset Management Act and other regulatory framework; Manage privately leased property portfolio including state owned building; Oversee contract management of privately leased portfolio; Provide effective people management.

ENQUIRIES : Ms M Kganyago (012) 315 1844

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.

POST 49/26 : COURT MANAGER REF NO: 69/18/EC (X6 POSTS)

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

CENTRE : Magistrate, Uitenhage
Magistrate, Middelburg
Magistrate, Whittlesea
Magistrate, Aliwal North
Magistrate, East London
Magistrate, Bizana

REQUIREMENTS : A three (3) year qualification in Administration and/or National Diploma Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent qualification; At least three (3) years managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA) Experience in managing Trust (Third Party Funds) and Vote Account. A valid driver’s license; Experience in the court environment will be an added advantage. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Good communication (verbal and written).

DUTIES : Key Performance Areas: Co-ordinate and manage the financial, human resources of the office as well as risk and security in the court; Manage strategic and business planning processes; Manage the facility, Physical resources, information and communication related to courts. Implement the department policies at the courts; Compile an analyze court statistics to show performance trends; Support Case Flow Management at the court; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the project intended to improve court management; Communication and relations with the internal and external stake holders.

ENQUIRIES : Mr. Z Madlingozi (043) 702 7000

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 : Applicants must indicate for which centre they apply for.
POST 49/27: ASSISTANT DIRECTOR: IT COMPLIANCE AND RISK REF NO: 18/225/ISM
(1 Year Contract Appointment)
Re-advertisement: applicants who previously applied need not re-apply as their previous applications will be considered.

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

CENTRE: National Office: Pretoria

REQUIREMENTS: A National Diploma in Information Technology or equivalent qualification at NQF6; 3 years’ experience in an IT environment with at least 1 year focus on IT Governance and IT Risk; Knowledge of IT Governance related methodologies, standards, processes (COBIT, ITIL, etc.).Skills and Competencies: Computer literacy: MS office suite; Effective communication; Interpersonal relations; Problem solving and decision making; Analytical thinking; Electronic document filing and document management; Report writing. Initiative and creativity; Able to work as part of a team as well as individually.

DUTIES: Key Performance Areas: Coordinate IT Risk management that includes risk assessment and risk mitigation plan; Manage IT Compliance monitoring against frameworks, policies and procedure; Coordinate internal and external IT Audits including monitoring of audit resolutions action plans; Assist with the coordination on the overall implementation of IT Governance (frameworks, implementation roadmaps).

ENQUIRIES: Ms N. Joseph ☑ (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 49/28: ASSISTANT DIRECTOR: ASSET ACCOUNTING REF NO: 18/207/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: An appropriate Degree/National Diploma in Commerce, Accounting or Economics or equivalent qualification; 3 years related financial or asset management supervisory experience. Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint and Outlook); Communication Skills (written and verbal); Experience in analytical reviews; Problem solving and analysis; Ability to work under pressure; Monitoring and evaluation; Financial management skills.

DUTIES: Key Performance Areas: Ensure the correct capitalization of assets and verify source documentation; Reconcile assets, leases between BAS and JYP assets, lease register and vice versa; compile and correct journals; Ensure proper record keeping of all documentation pertaining to all departmental leases; Submit inputs to the annual financial statement.

ENQUIRIES: Ms E Sebelebele Tel No: (012) 357- 8662
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.

POST 49/29: ASSISTANT DIRECTOR: COMMUNITY OUTREACH REF NO: 16/222/PEC

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

CENTRE: National Office: Pretoria

REQUIREMENTS: An appropriately recognised 3 years Bachelor’s in Communication Social Science or equivalent qualification; A minimum 2 year experience in a Public Education/Community outreach environment; Knowledge and understanding of Public Finance Management Act; A valid driver’s license. Skills And Competencies:
Good communication skills (written and verbal); Information and project management skills; Excellent organization skills; Computer literacy; Interpersonal skills; Attention to details.

**DUTIES**
- Key Performance Areas: Coordination outreach activities such as school visits, community sessions, exhibition and services fairs; Coordinate and facilitate the implementation of community outreach projects including planning and reporting; Develop and submit monthly, quarterly reports to Deputy Directors; Assist with management of budgetary requirements; Manage the procurement of goods and services; Provide effective people management of the personnel under supervision.

**ENQUIRIES**
Ms. D. Modibane ☏ (012) 315 1668

**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 49/30**
**ADMINISTRATIVE OFFICER REF NO: 21/18/NC**
This post is a Re-advertisement; candidates who previously applied are encouraged to re-apply

**SALARY**
R299 709 – R 353 043 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
Magistrate Office Garies

**REQUIREMENTS**
A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; Experience in Vote and Trust Account will be an added advantage; Valid driver’s license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, Ms Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.

**ENQUIRIES**
Mr J. Tope ☏ (053) 8021300

**APPLICATIONS**
Quoting the relevant reference number, direct your application to:
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.

**POST 49/31**
**FAMILY LAW ASSISTANT REF NO: 145/18/FA/WC**

**SALARY**
R242 475 – R285 630 per annum (The successful candidate will be required to sign a performance agreement)

**CENTRE**
Office of the Family Advocate, Cape Town

**REQUIREMENTS**
An LLB Degree or equivalent four (4) year legal qualification. Knowledge in the functions of the Office of the Family Advocate; A valid driver’s license. Willing to travel extensively within the province and beyond. Skills and Competencies: Computer literacy (MS Office; Excellent communication skills (written and verbal); Conduct legal research; Good interpersonal relations.

**ENQUIRIES**
Advocate N Britz at Tel No: (021) 426 1216
APPLICATIONS: Please forward your application to: Regional Head: Private Bag X 9171, Cape Town 8000 or physical address: 30 Queen Victoria Street, 5th Floor Cape Town.

POST 49/32: LEGAL ADMINISTRATION OFFICER (MR3 – MR5) REF NO: 18/116/CD (X3 POSTS)

SALARY: R242 064 – R867 399 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: An LLB degree or four years recognized legal qualification; Sound knowledge of the South African Legal system, International Law, Treaties and Protocols, Regulations and Proclamations; At least 2 years appropriate post qualification legal experience. Skills and Competencies: Legal Research and drafting skills; Interpersonal relations; Dispute Resolution; Report writing; Computer literacy; Communication (written and verbal) skills.

DUTIES: Key Performance Areas: Handle matters (criminal and civil matters) at bilateral and multilateral levels; Negotiate, conclude and handle requests for extradition and mutual legal assistance as well as criminal and civil matters; Handle human rights matters and negotiate declarations, resolutions, treaties and writing of country reports; Liaise with the Department of International Relations and Cooperation and other government departments as well as South African Foreign Missions on International legal matters; Coordinate technical assistance to foreign states and regional organizations; Prepare cabinet memoranda, explanatory memoranda for parliament and presidents minutes for signing in relation to international legal matters.

ENQUIRIES: Ms. M Kganyago ☎️ (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
CONTACT INFORMATION

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: 21 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 49/33: DIRECTOR: INTERNATIONAL COORDINATION REF NO: DMR/18/0065

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

CENTRE: Head Office, Pretoria

REQUIREMENTS: An appropriate (NQF 7) qualification as recognized by SAQA in International Relations/Political Sciences or Social Sciences coupled with five (5) years relevant experience at middle/senior management level PLUS the following key competencies: Knowledge: Knowledge and Understanding of international relations, protocols and agreements, Knowledge of DMR and government -wide policies, functions and programmes, Experience in policy development and implementation; Managerial principles and budget, Engage and liaise with international stakeholders and partners, Skills: Leadership and management skills, Decision making capabilities, Organisational and administration skills, Strong problem solving, Presentation skills, Diplomatic skills, Negotiation and Consultation skills, Strategic and Project management skills; Communication: Communication at all levels (including high level communication between government departments, as well as private organisations and institutions), Interaction with Sound written and verbal communication, Public speaking, Report writing; Creativity: Diplomatic, Innovative and creative thinking capabilities; Other: Ability to implement innovative policy directions.

DUTIES: Manage the handling and coordination of international liaison in the field of mineral resources; Monitor, evaluate and analyse global trends in the mineral resources field with specific focus on political, financial, economic and socio-economic conditions; Monitor, evaluate and analyse bilateral, trilateral and multilateral relations between mineral resources sector and foreign stakeholders; Facilitate the establishment of interaction between South Africa and/ or Africa in international forums; Coordinate the monitoring of and reporting of foreign donor funded projects; Coordinate the monitoring of and reporting international agreements; Manage and administer logistical arrangements for foreign visits and engagements.

ENQUIRIES: Ms N Ngcwabe Tel No: (012) 444 3004/3801
NOTE: Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 49/34: INFORMATION TECHNOLOGY ARCHITECT

REF NO: DMR/18/0066

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

CENTRE: Head Office, Pretoria

REQUIREMENTS: A Masters Degree in Computer Science, Information Systems and qualification/certification in EA practices coupled with a minimum of ten (10) years experience in Information Technology with at least five (5) years Information System design and EA experience at middle/senior management level PLUS the following key competencies: Knowledge: In depth understanding and knowledge of the minerals and mining industry. The regulatory regime affecting the minerals and mining industry. Government policies and legislation. Public administration, legislation and management. The processing of rights in terms of the Mineral and Petroleum Resources Development Act, (Act 28 of 2002) as amended and operational functions of a manager. Financial management; Skills: Communication of EA concepts and tracking progress toward the future state that relies heavily on models. Familiarity with MDM, BI, and data warehouse design and implementation techniques. Understanding of the differences between metadata, taxonomies and ontologies, as well as of the challenge of applying structured techniques to less structured sources. Business domain, data/content and process understanding. Effective conceptualisation, pattern recognition and teaming skills. Design-Thinking Skills. Data-Modelling and information classification expertise at the enterprise level. Ability to access rapidly changing technologies and apply them to the business needs. System Integration. Ability to analyse project, Program and portfolio needs, as well as to determine the resources needed to achieve objectives and outcome cross-functional barriers. Communication/facilitation-Present ideas clearly and effectively facilitate discussions. Persuasive. Planning, Organizing and problem solving skills. People Management. Consensual building skill. Strategic capability and leadership skills. Project management and research skill. Understanding policy development and implementation. Monitoring and Evaluation, Project management and research skill, Understanding policy development and implementation, Monitoring and Evaluation; Communication: Good Listener and Communicator (written and verbal) Assertive and able to communicate with people at different levels; Creativity: Organisational Knowledge Custodianship; Managing, Coaching and empowering others, Problem Solving, Self driven and Innovative; Other: Applying pragmatic thinking architecturally to the organisation’s business environment, and envision the relevant business implications and scenarios involved.

DUTIES: Develop, implement and maintain department’s Enterprise Information Architecture model for the Department. Champion all processes regarding the development of information technology (ICT) policies and procedures in line with national policies. Investigate the department information systems to bridge gaps between the current and future state and develop road maps for the orderly transition. Lead the Department in exploiting technology and use knowledge of information technology solutions to drive organisational change and support business design. Lead all projects emanating from the department’s enterprise information architecture model. Provide strategic support and advice to business analysts, System Developers, Data Managers, ICT Security and network infrastructure units. Attend and fully participate in the Departmental ICT Strategic and intergovernmental committees and forums.

ENQUIRIES: Ms C Leso Tel No: (012) 444 3865

NOTE: A Master's Degree will be an added advantage. Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 49/35: DIRECTOR: SYSTEMS DEVELOPMENT AND MAINTENANCE

REF NO: DMR/18/0067

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

CENTRE: Head Office, Pretoria
REQUIREMENTS: An appropriate (NQF 7) qualification as recognized by SAQA in Computer Sciences or Information Technology coupled with five (5) years relevant experience at middle/senior management level PLUS the following key competencies: Knowledge: System design, development, implementation, and user support principles and practices, Ability to manage spatial information, Enterprise Architecture Frameworks, Full understanding of the structures of and management processes within the mineral development branch, Management skills, Budget Control, Administrative records keeping; Skills: Communication SDM concept and tracking process toward the future state that relies heavily on models. Familiarity with MDM, BI and data warehouse design and implementation techniques ontology’s, as well as of the challenge of applying structured techniques to less structured sources. Business domain, data/content and process understanding, Effective conceptualisation, pattern recognition and teaming skills, Design – Thinking skills, Data-Modelling and information classification expertise at the enterprise level, Ability to access rapidly changing technologies and apply them to the business needs, System Integration, Ability to analyse project, Program and portfolio needs, as well as to determine the resources needed to achieve objectives and outcome cross-functional barriers, Communication/facilitation - Present ideas clearly and effectively facilitate discussions, Persuasive, Planning, Organising and problem solving, People management, Consensual building skill, Strategic capability and leadership skills, Project management and research skill, Understanding policy development and implementation, Monitoring and evaluation; Communication: Communication between government departments, business organizations and institution at executive level; Creativity: Organisational Knowledge Custodianship, Managing, Coaching and empowering others, Problem solving, Applying pragmatic thinking architecturally to the organisation’s business environment, and envisional the relevant business implications and scenarios involved. The shortlisted candidates will undergo practical assessment.

DUTIES: Manage the activities of the Directorate. Improvement, maintenance and implementation of information systems. Website development and maintenance. Procurement and implementation of systems. Development, maintenance and implementation of custom-made systems. Information technology functional support and advice. Development, maintenance and implementation of policies and strategies pertaining to business and information systems. Provide strategic leadership with regard to business and information systems. Provide advice and guidance on the interpretation and application of the Department’s strategy and policies on business and information systems. Promote the utilisation of technology as key enablers for service delivery and transformation. Manage the Directorate.

ENQUIRIES: Ms C Leso Tel No: (012) 444 3865

NOTE: Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.
ANNEXURE H

NATIONAL TREASURY

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

Recruitment Administrator: 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.

CLOSING DATE

21 December 2018 at 12:00

NOTE

Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. No late applications will be accepted. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. The National Treasury reserves the right not fill the below-mentioned posts.

OTHER POST

POST 49/36

TEAM ASSISTANT: CAPACITY BUILDING REF NO: S085/2018 (X2 POSTS)

4 Years Fixed-Term Contract
Division: Office of the Accountant-General
Purpose: To provide administrative and secretarial services to the Directorate: Financial Management Improvement Programme in the implementation of the Continuous Capacity Building Programme for Public Financial Management (FMIP IV).

SALARY

R242 475 per annum (all-inclusive remuneration package)

CENTRE

Pretoria

REQUIREMENTS

A Grade 12 Certificate, studying towards a relevant post grade 12 diploma or degree at an accredited educational institution. A minimum of 3 years relevant administrative and/or secretarial experience. Computer literate with knowledge of the full MS Office Packages.

DUTIES

Oversee content of the entire project Tracking System, that all projects have been registered and all progress on projects are updated onto the Project Tracking System on a regular basis and ensure that all financial information has been registered. Provision of project statistics for Management and Technical Meetings, Management of the project administration through ensuring that all Letters of Requests are received and formally acknowledged and obtain sign-off of project documentation. Draft submissions and assist with all project related administration, adhere to all Project Governance Standards, Drafting agendas, taking minutes, distributing and collecting of documents for when administer monthly meetings, Ensure that closure reports are submitted and recorded, Ensure that all project contact lists are forwarded for updating relevant database and also distributed to relevant Directors on a regular basis, Implement and maintain version control procedures on all project reports and documentation Project Administrative Support: In support of projects, managing workshops, conferences and setting up of meetings through the timely distribution and confirmation of invitations, bookings of suitable venues and organising of the necessary equipment, Manage and oversee all project related travel arrangements (local and international) in line with the prescriptions of the National Treasury, the PFMA and the donors where applicable, Provide assistance with regards to the compilation of complex documents (tender dossiers), work plans, time sheets, slide presentations, spread sheets and the acknowledgment of all correspondence related to the project support provided by.
these officials to the relevant stakeholders, Attend all relevant project and cluster meetings, Minute taking and the typing and distribution thereof. Before any minutes are distributed it will be endorsed and signed off by the relevant official, Give administrative support to the relevant officials when requested. These activities would include filing, faxing, facilitating / managing the provision of refreshments at meetings, the copy and binding of documents and / or any other administrative assistance required, Assist with the statistics from time sheets of TA’s and monthly reports for meetings Secretarial: Manage, through effective high level support, the offices of the Directors, This entails responding and attending to any enquiries emanating from either the officials of this unit or from client departments on communication received through official channels, Manage the electronic format used by the National Treasury including the acknowledgement and confirmation of meetings, preparation and co-ordination of the necessary documentation for meetings and appointments, Arrange meetings and all tasks associated with it, Client Liaison: Interface with client departments as first level support, Ensure clients’ needs are addressed to ensure effective service delivery take place. Document client information appropriately for tracking purposes.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

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

FOR ATTENTION: Mr M Mabuza

CLOSING DATE: 21 December 2018, 15h45

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license (with exception of disabled applicants). Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 49/37: DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: D: PAI/12/2018 (X2 POSTS)
This is a re-advertisement. Candidates who previously applied are encouraged to reapply

SALARY: R1 005 063 per annum (All-inclusive remuneration package). The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Head Office, Pretoria

REQUIREMENTS: The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor’s Degree (new NQF level 7) in Law/Auditing/ Forensic Investigations/Public Administration/Social Sciences and/or related field. Extensive experience in the application of the regulatory framework for Human Resource, Supply Chain Management and Financial Management in the Public Service. Five (5) years’ experience in conducting investigations and research. Five (5) years at a middle/ senior managerial level. Knowledge of the following legislations and prescripts: The Constitution of the Republic of South Africa, the Public Service Act, the Public Service Regulations,
the Public Service Commission Act, the Promotion of Access to Information Act, Promotion of Administrative Justice Act, Public Finance Management Act, The Public Administration Management Act, National Treasury regulations and Supply Chain Management prescripts. Appropriate experience in project management and financial management skills. Exceptional written, communication skills and report writing skills. Analytical thinking, problem solving and conflict resolution skills. Strategic leadership skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver’s license (with exception of disabled applicants).

**DUTIES:**
Manage, lead and provide effective support in the area of public administration investigations. Conduct investigations into complaints emanating from the PSC (proactively), Executing Authorities, Public Servants and anonymous complaints/whistle-blowers, e.g National Anti-Corruption Hotline. Draft investigations reports containing findings/recommendations/directions/advice (best practice sound public administration). Manage the project on completed disciplinary proceedings on financial misconduct and ensure that an accurate database is maintained on financial misconduct cases reported by all national and provincial departments. Conduct and manage the evaluation and the promotion of the Constitutional Values and Principles as per section 195 of the Constitution of the Republic of South Africa, 1996. Monitor and report on the implementation of the PSC recommendations and directions (quarterly and bi-annually) and produce section 196 report inputs. Provide strategic support to the Office and Commission in the execution of the mandate of the PSC. Strategically plan and oversee the work of the Directorate. Provide advice to stakeholders on best practice in the public administration. Manage staff and the financial resource of the Directorate.

**ENQUIRIES:**
Ms TT Mashikinya Tel No: (012) 352 1139

**OTHER POST**

**POST 49/38:** ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: ASD: SS/11/2018

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

**CENTRE:** Head Office, Pretoria

**REQUIREMENTS:**
A National Diploma or equivalent (NQF 6) qualification in Security Management. Grade A PSIRA Certificate and a State Security Agency (SSA) Management/Advisor course. Minimum five years’ supervisory experience in Physical and Information Security. Knowledge and understanding of Minimum Physical Security Standards (MPSS), Minimum Information Security Standards (MISS), Information Management, Policy Formulation, Security breaches, Investigations, Security awareness programme, Knowledge of Occupational Health and Safety Act (OHSA) and Fire Regulations. Good communication (verbal and written), interpersonal, computer (MS Office packages), report writing, conflict resolution and negotiation, auditing, disaster and recovery skills. Possess a valid driver’s license (with exception of disabled applicants) and be willing to travel.

**DUTIES:**
Key performance areas: the successful candidate will manage physical and Information Security to the Public Service Commission (PSC) and its Provincial Offices. Maintain integrated security system. Implement access and key control procedures, develop and implement assets control procedures. Manage and provide support to major events. Develop and implement safety management plans. Manage the implementation of Occupational Health and Safety programme, coordinate evacuation drill, implement recommendation for baseline risk assessment, train employees on OHS related matters and develop incident reporting procedures. Manage investigations of security breaches, conduct investigations on all reported security breaches as well as development of procedure manual for security breaches. Management of risk and audit findings, implement recommendations based on risk assessment and audit findings. Supervise subordinates and manage performance of personnel.

**ENQUIRIES:**
Ms A Coetzer Tel No: (012) 352 1111
DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

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

FOR ATTENTION: Ms J Mchunu

CLOSING DATE: 21 December 2018 @ 12:00 pm

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

OTHER POSTS

POST 49/39: SENIOR EVALUATION OFFICER REF NO: 091/2018
CD: Evaluation

SALARY: R299 709 – R353 043 per annum (Level 08) plus benefits
CENTRE: Pretoria
REQUIREMENTS: A 3 year relevant tertiary qualification in the areas of Research, Evaluation, Social Sciences, Public Administration, Monitoring and Evaluation or equivalent with at least 4 years’ experience of which 3 years should be in the areas of Research or Evaluation. A Post Graduate qualification will be an added advantage. Should possess the following skills; having contextual knowledge and understanding, ethical conduct, interpersonal skills, leadership, evaluative discipline and practice, research practice, evaluation planning, evaluation management, report writing and...
communication, improvement, general management skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Good computer literacy and project management skills and must be willing to travel frequently.

**DUTIES**

The successful candidate will be responsible for supporting evaluations as well as development of the evaluation system. This would involve supporting the Senior Evaluation Specialist in working with national departments on specific evaluation assignments (undertaking research or analytical activities for evaluations, organising meetings, minuting meetings, participating in commissioning of evaluation or research assignments, reviewing evaluation/research documents, monitoring improvement plans); Support the Senior Evaluation Specialist with one or more provincial evaluation plans; undertake certain evaluation assignments directly; Undertake development work towards technical elements of the evaluation system; Undertake evaluation communication assignments and take on specific responsibilities within the Evaluation unit.

**ENQUIRIES**

Ms J Mchunu Tel No: (012) 312 0462

**POST 49/40**

PERSONAL ASSISTANT TO DEPUTY DIRECTOR-GENERAL REF NO: 092/2018

Branch: Sector Monitoring Services

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate 3 year tertiary qualification (NQF 6) in areas of Public Administration, Office Management, Secretarial or equivalent with at least 5 years appropriate experience of which 3 years must be in an administrative or secretarial environment. Experience in a busy executive office rendering personal secretarial and administrative support will serve as an added advantage should possess the following skills: Telephone etiquette, Knowledge of documents management, tracking and filing systems, ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning, Organising and Execution skills and good leadership skills. Ability to Manage/Control financial resources. Knowledge of PFMA and Public Service Act and Regulations.

**DUTIES**

The successful candidate will be responsible for rendering effective secretarial and administrative support to the Deputy Director-General. This entails rendering of a secretarial/receptionist support service to the Deputy Director-General; Provision of administrative support services to the Deputy Director-General and provision of support to the Deputy Director-General regarding meetings. Handle the procurement of standard items like stationary, refreshments etc. in line with the prescribed supply chain procedures and keeping abreast of Legislation/ Policies and Prescripts.

**ENQUIRIES**

Ms J Mchunu Tel No: (012) 312 0462
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (DPSA)

The Department of Public Service and Administration is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will expedite the processing of applications. People with disabilities and women are encouraged to apply.

APPLICATIONS: Applications quoting reference number must be addressed to: Chief Director: Human Resources and Facilities Management, Department of Public Service and Administration, Private Bag X916, Pretoria, 0001. Applications can also be hand-delivered to the Department of Public Service and Administration, 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.

CLOSING DATE: 24 December 2018

NOTE: Applications must be submitted on form Z.83, obtainable from any Government department or online at www.gov.za. ALL sections of the Z83 must be completed, signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 3 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification and criminal records. If an applicant wishes to withdraw an application, this must be done in writing. The Department reserves the right not to fill the above-mentioned post. Please note: All short-listed candidates for the post will be subjected to a technical exercise that intend to test relevant technical elements of the job, the logistics of which will be communicated by the department. The successful candidate will be required to sign annual performance agreements, undergo security clearance and abide by public service legislation and prescripts.

OTHER POSTS

POST 49/41: DEPUTY DIRECTOR: COMMUNITY DEVELOPMENT WORKS PLANNING AND IMPLEMENTATION: REF NO: DPSA/18/021

SALARY: R697 011 per annum (Level 11) (An all-inclusive remuneration package). Annual progression up to a maximum salary of R821 052 is possible subjected to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the State’s contribution to the Government Employees Pension Fund and flexible portion that may be structured according to personal needs with a framework.

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s degree in Social Science or Public Administration or Development or equivalent qualification at NQF Level 7. A minimum of 3 years’ middle management experience in Community Development.

DUTIES: Support implementation of CDWP. Promote and facilitate citizen engagements for improved service delivery. Promote and advocate for Know Your Service Rights and Responsibilities. Support service delivery and develop platforms systems and mechanism. Knowledge of government transformation agenda. Coordinate Stakeholder input mechanism to address service delivery issues. Coordinate stakeholder awareness of Public Service government programmes as articulated in the NDP. Coordinate and facilitate minister/departmental events with
stakeholder to respond to service delivery challenges. To promote, facilitate and support mass participation of communities in government programmes, including service delivery outreach programmes, Public Service enrichment programmes, community volunteerism and Public Service Social Cohesion. To develop and coordinate capacity-building programmes for citizens and communities to enhance service delivery initiatives particularly in protecting public spaces and infrastructures and managing violence free service delivery protests.

ENQUIRIES:
Ms F Maleka Tel No: 012 336 1259

NOTE:
As of 12th of December 2018, applicant may apply online.

POST 49/42:
ASSISTANT DIRECTOR: JOB EVALUATION AND POST PROVISIONING REF NO: DPSA/18/020
Purpose: To provide support in the determination of policy and procedures on job evaluation, grading, job descriptions and related matters in the public service.

SALARY:
R444 693 per annum (Level 10). Annual progression up to a maximum salary of R523 818 per annum is possible subject to satisfactory performance.

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
Provide support and guidance on the application of job evaluation, the grading of jobs/posts and the development of job descriptions. Support the development, implementation and maintenance of a job evaluation system and policies for the Public Service. Participate in the development of Posts Provisioning Norms and Standards for the Public Service. Participate and serve in task teams dealing with various job evaluation, remuneration, labour relations and organisational development initiatives.

ENQUIRIES:
Mr. Victor Sakala Tel No: (012) 336 1336

NOTE:
As of 12th of December 2018, applicant may apply online.

POST 49/43:
ADMINISTRATIVE ASSISTANT REF NO: DPSA/18/019 (X2 POSTS)
Purpose: To ensure the office work run smoothly and effective communication is provided within the Branch/Directorate.

SALARY:
R163 563 per annum (Level 05). Annual progression up to a maximum salary of R192 666 per annum is possible subject to satisfactory performance.

CENTRE:
Pretoria:
Branch: DDG: Service Delivery (X1 Post)
Directorate: Discipline Management (X1 Post)

REQUIREMENTS:
Senior Certificate/Grade 12 or equivalent qualification at NQF level 4. Client orientation and customer focus, continued improvement and problem solving skills. Communication and interpersonal skills. Proficiency in Ms. Word, Ms PowerPoint and Ms Excel. Efficiency in applying technical knowledge and skills in the immediate work situation. Prior learning either by means of experience or alternative courses will serve as an advantage. Ability to maintain confidential and sensitive documents in terms of MISS.

DUTIES:
Provide administrative support to the office by managing incoming and outgoing documents and every correspondence within the office. Provide support with travelling and accommodation. Receive responses from the various departments and update the database of compliance. Providing feedback from the engagements with the citizen from the site visits/compile reports.
ENQUIRIES: Ms. Tsholofelo Mathabathe Tel No: (012) 336 1088 (Branch: DDG: Service Delivery)
Mr. Percy Tshabane Tel No: (012) 336 1491 (Directorate: Discipline Management)

NOTE: As of 12th of December 2018, applicant may apply online.
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:
21 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 49/44: DIRECTOR: HUMAN RESOURCE AND AUXILIARY SUPPORT SERVICE REF NO: 3/2/1/2018/560
Office of the Chief Registrar of Deeds

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

CENTRE:
Pretoria

REQUIREMENTS:

DUTIES:
recruitment and employment practices. Manage employee health and wellness programmes. Manage Human Resource benefits. Implement and manage the Performance Management System in the Department. Develop and implement a strategic Performance Management Framework. Implement strategies and initiatives to transform and align the Human Resource function to that of global trends and standards. Monitor the implementation of employment equity plans and achievement of targets. Manage employee relations. Manage the provision of auxiliary support services. Oversee effective management of Human Resource Development. Ensure effective management and administration of bursaries. Manage the coordination of learnerships, internship and experiential training programmes. Manage, implement and report on Skill Development Audit or recommendations.

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 Department Public Service and Administration 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.

POST 49/45

DISTRICT DIRECTOR REF NO: 3/2/1/2018/565
Chief Directorate: Provincial Shared Service Centre

SALARY

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

CENTRE

Northern Cape (ZF Mgcawu/Pixley Ka Seme District)

REQUIREMENTS

NQF Level 7 qualification in the field of Commerce/Administration/Built Environment. A Diploma or a six (6) month Project Management certificate or Project Management as a B Degree major subject. 5 years’ of experience at a middle management level within a Project Management environment. Job related knowledge: A thorough understanding of Project Management, Experience in the implementation and management of projects, Hands on experience in Intergovernmental Relations, Experience in Stakeholder Management, Experience in Land Reform and Rural Development work will be an added advantage, Understanding of Corporate Governance principles, Knowledge of Government Systems, Ability to think conceptually when analysing data and designing concepts to modify corporate Policies, procedures and processes. Job related skills: Presentation, Computer Literacy. A valid driver’s licence and willingness to travel.

DUTIES

Implement Performance Management and Monitoring Systems. Implement Rural Development and Land Reform programmes and projects at District level. Establish and maintain relationships with local Municipalities and other Stakeholders. Develop and implement local scenario and plans aligned to the mandate and core programmes of the Department. Coordinate and support local socio economic development projects and monitor and report on all the Department's work in District/s regularly.

APPLICATIONS

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

NOTE

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

**OTHER POSTS**

**POST 49/46** : CHIEF GISC PROFESSIONAL REF NO: 3/2/1/2018/566  
Directorate: Spatial Planning and Land Use Management

**SALARY** : R854 154 per annum (Salary in accordance with the OSD for Engineers)  
**CENTRE** : Mpumalanga (Nelspruit)  


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

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

**POST 49/47** : DEPUTY DIRECTOR: REID REF NO: 3/2/1/2018/567  
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** : Free State (Fezile Dabi District)  
skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project Management, Team Management, Presentation, Conflict Management, Budgeting and Financial Management. A valid driver's licence and willingness to travel.

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

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

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

**POST 49/48**
**ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2018/561 (X4 POSTS)**
Office of the Registrar of Deeds

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

**CENTRE**
Cape Town

**REQUIREMENTS**

**DUTIES**
APPLICATIONS: Applications can also be submitted to: Office of the Registrar of Deeds: Cape Town, Private Bag X9073, Cape Town, 8000 or hand it delivered to: Room 1266, 90 Plein Street, Cape Town, for attention HRM.

NOTE: Preference would be given to African females and people with disabilities are encouraged to apply.

POST 49/49: PROJECT COORDINATOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE REF NO: 3/2/1/2018/568 (X2 POSTS)
Directorate: Rural Enterprise and Industrial Development

SALARY: R444 693 per annum (Level 10)

CENTRE: Free State:
Motheo/Xhariep (X1 Post)
Lejweleputswa/Fezile Dabi Districts (X1 Post)


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

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

POST 49/50: PROJECT COORDINATOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE REF NO: 3/2/1/2018/569 (X6 POSTS)
Directorate: Rural Enterprise and Industrial Development

SALARY: R444 693 per annum (Level 10)

CENTRE: Eastern Cape:
OR Tambo (X1 Post)
Alfred Nzo (X1 Post)
Amathole (X1 Post)
Chris Hani (X1 Post)
Joe Gqabi (X1 Post)
Sarah Baartman Districts (X1 Post)

REQUIREMENTS: A Bachelor's Degree/National Diploma in Business Studies/Development Studies/Agricultural Economics. 3 - 5 years’ experience in the field of cooperative development. Job related knowledge: Operational Planning, Human Resource Management, Financial Management, Supply Chain Management, Rural development techniques, Understanding of business development, Strong leadership and managerial qualities, a good track record of working with communities. Job related skills: Communication (verbal and written), Negotiation, Marketing networking, Strategic Management and leadership, Project

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

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

POST 49/51: ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2018/570
Directorate: Support Services

SALARY: R356 289 per annum (Level 09)

CENTRE: North West (Mmabatho)


DUTIES: Facilitate implementation of records management Policies and guidelines. Maintain the filing system for the office. Advice and coordinate the use of approved File Plan by staff. Reduce the duplication of records to improve information sharing. Liaise with the Departmental Records Manager on additions and amendments of the File Plan. Provide postal and courier services. Provide reprographic services. Implement records preservation strategies on vital records. Implement systematic disposal of inactive records. Monitor and evaluate records management practices for compliance to sound records management practices. Manage capturing process on the projects undertaken by the business units. Provide management information on projects. Facilitate access to information and records. Facilitate users access to the database system. Provide and coordinate training on records administration. Undertake regular reviews and analysis of records management training needs. Provide a professional development programme for records management staff. Raise awareness on records management and information practices. Participate in the Information Records Management Forum. Administer and maintain database. Conduct regular registry inspections/audit. Provide compliance report on records management in the office. Provide reports on the records management implementation programme.

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

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

POST 49/52: ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2018/571
Directorate: Support Services

SALARY: R356 289 per annum (Level 09)
CENTRE: Limpopo (Polokwane)


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

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

POST 49/53: DRIVER/MESSENGER REF NO: 3/2/1/2018/564
Office of the Valuer-General

SALARY: R136 800 per annum (Level 04)

CENTRE: Pretoria

REQUIREMENTS: Grade 10 Certificate/ABET qualification and Valid Code 8 Drivers license. 7 months relevant experience. Knowledge of the city (ies) in which the function will be performed. Organising skills. Well organized. Good communication and
interpersonal skills. Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

**DUTIES**

Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the departmental/branch or any other component within the department related external parties. Ensure proper and secure control over movement of documents. Assist in Registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

**APPLICATIONS**

Please forward your application, quoting the relevant reference number to: Office of the Valuer-General, Private Bag X812, Pretoria, 0001. For attention: Office of the Valuer-General, 3rd floor Praetor Forum Building, 267 Lilian Ngoyi Street, Pretoria.

**NOTE**

All races and genders as well as people with disabilities are encouraged to apply.
ANNEXURE M

DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS: Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

CLOSING DATE: 21 December 2018

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

OTHER POSTS

POST 49/54: PROJECT & OFFICE MANAGER REF NO: GSSSD/DDG 007
Overview: To provide effective Project Management support to the Corporate Management Services Division (CMSD) and effective management of the office of the DDG: CMSD.

SALARY: R826 053 per annum Level 12 (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS:
Mandatory requirements: A three-year National Diploma / Bachelor’s Degree in Project Management and Administration. 3 - 5 year’s relevant managerial experience in managing office administration projects. Key requirements: Experience in the application of project management tools and methodologies. Experience in working with MS Project. Financial management experience, research writing and report analysis. Excellent managerial and interpersonal skills for managing clients and project resources. Report writing skills, communication skills (verbal and written), planning and organising skills, results oriented, analytical and problem-solving skills, strategic planning and management. A sound knowledge and understanding of Public Service Regulation, Public Service Act, Public Finance Management Act and Treasury Regulations. Proficient in MS Office packages.

DUTIES: Ensuring operational effectiveness of the Office of the DDG. Developing and implementing a standardised project management methodology for the Corporate Management Services Division (CMSD). Ensuring that project plans are developed for deliverables as per the annual business plan. Monitoring the implementation of activities and milestones as per the approved CMSD business plan. Evaluating and reporting on the quality of progress reports as well as ensuring that the reports are aligned with agreed milestones. Overseeing the implementation of resolutions taken at meetings chaired by the Deputy Director-General. Assisting with minute-taking for project meetings.

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

NOTE: In terms of the dti’s EE requirements, preference will be given to African and Coloured female, White male candidates as well as persons with disabilities.
POST 49/55 : DEPUTY DIRECTOR: INSTITUTIONAL MANAGEMENT REF NO: CCRD/INST M 002
Overview: To identify, develop and review strategies and policies related to regulatory performance and institutional management and manage projects located in institutions and related to institutional capacity-building and funding mechanisms.

SALARY : R697 011 per annum Level 11 (All-inclusive remuneration package)
CENTRE : Pretoria
DUTIES : Develop and review identified strategies and policies related to regulatory performance and institutional management: Facilitate in conducting research, identify best practice in area of regulation and regulatory services and develop appropriate policies and strategies. Conduct benchmark studies on regulatory services and institutions locally and internationally. Implement developed service standards in the area of regulation, monitor and evaluate performance of institutions. Provide administrative support on all aspects of institutions reporting to the division: Update and manage systems, procedures and guidelines for the effective management of institutions and to co-ordinate the timely submission of budgets and business plans of institutions. Implement the review of institutions budgets and business plans and manage the drafting, approval and signing of shareholder compacts after approval has been granted. Prepare timeously documentation for the transfer of payments and monitor institutional expenditure and monitor compliance with PFMA requirements, including the submission of all reporting requirements. Facilitate the appointment of board members and manage all processes and approvals necessary. Facilitate in partnership with ODG on all issues with regard to institutional management aligned to the Framework. Facilitate in the co-ordination of strategic, policy issues and directives: Produce reports on regulatory COTII institutions reporting to the division. Consolidate divisional inputs for COTII meetings aligned to CCRD. Communicate strategic and policy issues to COTII institutions aligned to CCRD. Implement projects related to capacity-building and funding mechanisms located in institutions: Manage all relevant payments in respect of such projects. Identify, research and develop capacity-building and funding mechanisms for institutions. Facilitate the implementation of projects located in institutions on behalf of the dti. Manage all relevant payments in respect of such projects. Identify, research and develop capacity-building and funding mechanisms for institutions. Monitoring and Evaluation on the performance of CCRD institutions: Conduct evaluation of CCRD institutions. Conduct strategy analysis of CCRD institutions. Identify operational needs of CCRD institutions. Measure the impact of performance of CCRD institutions.
ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.
NOTE : In terms of the dti's EE requirements, preference will be given to Indian female, Coloured and White candidates as well as people with disabilities.

POST 49/56 : ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: GSSSD/ER 018
Overview: To provide specialist labour law support in relation to the field of Employment Law and Employment Relations in the dti.
SALARY : Commencing salary of R444 693 per annum (Level 10) (excluding benefits)
CENTRE: Pretoria

REQUIREMENTS:

DUTIES:
Management of discipline, grievances and disputes: Provide verbal and written advice on all labour related matters within the dti. Provide advice on all legislation and policies currently administered by the dti impacting the employment relationship. Draft opinions relating to employment relations matters within the dti. Provide advice and manage resolution of employee related discipline in the dti. Advice the dti on dispute resolution. Represent the dti at various Labour Dispute Resolution Forums, including the GPSSBC, PSCBC, PSC, CCM, etc. Compile bundle of documents and prepare witnesses. Draft documents and/or pleadings, leading of evidence in the bargaining councils. Brief and consult with appointed counsel through the state attorney. Review final documentation prepared by counsel and/or the state attorney. Provide advice to the dti agencies on the labour relations matters. Management of grievance resolution loaded by staff members. Facilitate the appointment of mediators to resolve labour disputes within the dti. Compile progress reports on the mediation process. Investigate misconduct cases and represent the dti in the disciplinary enquiries / formal and informal. Stakeholder management: Liaise with Office of the State Attorneys, State Law Advisors, counsel and the DPSA on behalf of the dti when required for allocated divisions. Co-ordinate with other government departments on matters of mutual interest. Co-ordinate and ensure the implementation of collective agreements, resolutions and labour policies. Liaise with auditors / forensic auditors for allocated divisions, providing review of forensic documentation. Co-ordinate the preparation of cases referred to the various Labour Dispute Resolution Forums, including the GPSSBC, PSCBC, PSC, CCMA, etc. Co-ordinate both the conciliation and arbitration processes. Liaise with managers and senior management by providing advice on identified matters. Leading of evidence and representing the department at internal enquiries. Facilitate poor work performance management programmes in the dti. Training: Conduct training on the, code of conduct for the Public Service, management of discipline and management of incapacity related ill-health. Information management: Compile monthly, quarterly and annual statistical reports on ER related matters, in order to maintain Employment Relations database, analyse trends and provide recommendations to the dti. Gather and update case law database. Oversee and assist in the management of all accounts pertaining to outsourced legal matters, processing legal support. Keep database of all Employment Relations matters on the system. Compile and analyse misconduct cases for the dti. Establish and maintain structures for ongoing consultation / interaction with trade unions and employee participation in decision-making processes in the workplace. Ensure the application of prescribed procedures and ensure compliance to prescribed time frames. Secretariat/Administrative functions: Provide secretariat services for ill-health meetings and all divisional workplace fora committee meetings. Prepare submissions on matters pertaining to ill-health matters and poor performance. Perform secretariat functions for all divisional workplace fora committee meetings. Regular review of workplace fora Framework and the Terms of Reference as per the review clause. Research: Conduct research on the latest trends available in the field of Employment Relations. Policy development: Review and assist with policy development. Maintain Employment Relations policy. Sub directorate management: Monitor, coach and provide support to all interns and support
personnel on labour related matters. Provide inputs into strategic planning of the unit and execution of the operational plan.

**ENQUIRIES**

| Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835. |

**NOTE**

| In terms of the dti's EE requirements, preference will be given to African & White male, Coloured and Indian female as well as people with disabilities. |
DEPARTMENT OF TRADITIONAL AFFAIRS

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

APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 3rd Floor Pencardia 1 Building.

CLOSING DATE : 21 December 2018

NOTE : The successful candidate’s appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

POST 49/57 : PERSONAL ASSISTANT: INSTITUTIONAL SUPPORT & COORDINATION REF NO: 2018/11

SALARY : R242 475 per annum

CENTRE : Pretoria

REQUIREMENTS : A Secretarial Diploma or equivalent qualification. 3-5 years experience in rendering a support service to senior management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Generic Competencies: Client orientation and customer focus, communication, honesty and integrity. Technical Competencies: Office management and administration, secretarial functions and office administrative systems and good telephone etiquette, sound organizational skills.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork of the unit. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/ workshops. Compile minutes/ reports. Draft memoranda and any other correspondence. Manage the diary of the supervisor: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g Progress reports, monthly reports, management reports. Responds to enquiries received from internal and external stakeholders. Arrange logistics and
related activities for travel, meetings, workshops and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the unit. Make copies, fax and email documents as required. Provides support to manager regarding meetings: Scrutinise documents to determine actions/information/other documents required for meetings. Collects and compile all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required.

**ENQUIRIES**: Ms L Motlhala Tel No: (012) 336 5824

**POST 49/58**: PERSONAL ASSISTANT: RESEARCH, POLICY & LEGISLATION REF NO: 2018/12

**SALARY**: R242 475 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: A Secretarial Diploma or equivalent qualification. 3-5 years experience in rendering a support service to senior management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Generic Competencies: Client orientation and customer focus, communication, honesty and integrity. Technical Competencies: Office management and administration, secretarial functions and office administrative systems and good telephone etiquette, sound organizational skills.

**DUTIES**: The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork of the unit. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/workshops. Compile minutes/reports. Draft memoranda and any other correspondence. Manage the diary of the supervisor: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services: Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g Progress reports, monthly reports, management reports. Responds to enquiries received from internal and external stakeholders. Arrange logistics and related activities for travel, meetings, workshops and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the unit. Make copies, fax and email documents as required. Provides support to manager regarding meetings: Scrutinise documents to determine actions/information/other documents required for meetings. Collects and compile all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required.

**ENQUIRIES**: Ms L Motlhala Tel No: (012) 336 5824
DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan.

APPLICATIONS : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit, Room 4034.

CLOSING DATE : 21 December 2018

NOTE : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

POST 49/59 : DEPUTY DIRECTOR: INCOME AND EXPENDITURE REF NO: DOT/HRM/80
Branch: Administration (Office of the Chief Financial Officer
Chief Directorate: Financial Administration and Supply Chain Management
Directorate: Financial Administration
Sub-directorate: Income and Expenditure

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

REQUIREMENTS : A three year Bachelor’s Degree/Diploma in Financial Accounting with at least seven years Financial Management experience in Government Accounting (of which five years should have been at a management level). Good knowledge and experience in Income and Expenditure management. Working knowledge of the Basic Accounting System (BAS), Sound knowledge of the PFMA and the Treasury Regulations. Intermediate MSExcel skills. Excellent interpersonal and communication skills (verbal and written), Sound mathematical and accounting skills, Planning and organizing skills, Management and leadership skills, Decision making skills.

DUTIES : Implement departmental accounting policies, procedures and processes. Manage the issuing, recording, reconciliation, replenishment, safeguarding and accounting of petty cash. Manage the payment processing and ensure that it is correctly classified and supported by appropriate source documentation. Ensure that supplier payments are processed within 30 days. Manage receivables due to the department, including: the recording, collection, banking and write-off of irrecoverable amounts. Perform general ledger reconciliations, including: bank, suspense and interdepartmental accounts. Manage the BAS interface exceptions. Perform the month-end and year-end accounts closure process. Provide accounting and financial information and advice. Ensure that the financial management processes and systems meet the requirements of the PFMA, Treasury Regulations and guidelines. Institute and review internal control measures and systems that are effective and efficient. Manage staff in the sub-directorate: Income & Expenditure.

ENQUIRIES : Mr. Johan Nel Tel No: (012) 309 3627
POST 49/60 : ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND EMPLOYEMENT
EQUITY REF NO: DOT/HRM/81
Branch: Administration (Chief Operations Officer)
Chief Directorate: Human Resource Management & Development
Directorate: Human Resource Management & Administration
Sub-Directorate: Recruitment, Selection & Employment Equity

SALARY : R356 289 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year degree/diploma in Human Resource Management or equivalent with at least 3 – 5 years’ experience in the human resource management environment of which 3 years must have been in recruitment and selection and at supervisory level. The following will serve as strong recommendations: Knowledge of the Public Service Regulations and the ability to interpret and apply all applicable regulatory prescripts. Ability to formulate policies. Problem solving abilities. Excellent communication skills (written and verbal). Project management skills. Interpersonal, liaison, co-ordination and organising skills. Leadership and conflict resolution abilities. Willingness to work beyond normal working hours.

DUTIES : Manage the advertisement of posts by: Interacting with line function, Organisational Development and Finance on drafting and approval of adverts. Assist with the responses from the advertising process. Participate in the selection panels and prepare submissions for appointments. Oversee the arrangements for interviews such as dates, venues, and invitations to candidates. Ensure candidates attend all tests (competency assessments, reference checks) as prescribed in the Departmental Recruitment and Selection Policy and DPSA prescripts. Participate in individual and team discussions on the development and review of recruitment and selection policy & strategy. Assist in conducting research, developing, implementing and maintaining the recruitment and selection policy and strategies in line with legislative prescripts. Compile and maintain weekly, monthly and annual reports on Recruitment and Selection related issues. Arrange information sessions and provide training and technical support on interpretation of policy matters. Update the recruitment databases. Provide a supervisory service to the Sub-directorate. Ensure compliance with Employment Equity Act.

ENQUIRIES : Mr. P Mohlala Tel No: (012) 309 3542

POST 49/61 : ORGANISATIONAL DEVELOPMENT OFFICER REF NO: DOT/HRM/82
Branch: Administration (Office of the Chief Operations Officer)
Chief Directorate: Human Resources Management and Development
Directorate: Organisational Development and Change Management
Sub-Directorate: Organisational Development

SALARY : R242 475 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate NQF Level 6/7 in Management Services or Operations Management or Production Management with at least 2 years organisational development experience. Note: The following key competencies are essential: Knowledge of the Evaluate system; Good communication skills (verbal and written); Co-ordinating and Organising skills; Project Management; Analytical thinking and problem-solving abilities; Business process analysis; Computer literacy; Confidence, confidentiality and reliability; Ability to work on own and under tight deadlines and pressure; Must be willing to work beyond normal working hours when required.

DUTIES : The successful candidate will: Develop organisational structures to suit the needs of the Department; Manage establishment investigations to ensure that posts are correctly defined to suit the needs of the Department; Provide a procedure and method study service; Conduct work study investigations by applying time study, method study, unit costing and full time equivalent techniques to determine the required number of personnel required; Develop SDIP and manage the monitoring and evaluation of the implementation thereof; Provide a Job Evaluation Service to the Department; Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department; Perform ad-hoc investigation
into office equipment, labour saving devices, (computers, photo-copiers, printers etc.).

**ENQUIRIES**
Ms L Forssman Tel No: (012) 309 3148

**POST 49/62**
CHIEF ACCOUNTING CLERK: EXPENDITURE REF NO: DOT/HRM/83 (X2 POSTS)
Branch: Administration (Office of the Chief Financial Officer
Chief Directorate: Financial Administration and Supply Chain Management
Directorate: Financial Administration
Sub-directorate: Income and Expenditure

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

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate recognized degree / national diploma in accounting with at least three years Financial Management experience in Government. Good knowledge and experience in Expenditure management, Working knowledge of the Basic Accounting System (BAS), Basic MS Excel skills, Good interpersonal and communication skills (verbal and written), Sound mathematical and accounting skills, planning and organizing skills.

**DUTIES**
Ensure that BAS payments are checked and verified before capturing. Processing of payments and ensure that it is correctly classified and supported by appropriate source documentation. Ensure that supplier payments are processed within 30 days. Ensure compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as Financial Delegations. Safekeeping of documents and ensure the reconciliation of payments are complete. Ensure that Batches are submitted to Internal Control section. Clearing of suspense accounts. Resolve BAS interface exceptions.

**ENQUIRIES**
Mr. Johan Nel Tel No: (012) 309 3627

**POST 49/63**
SENIOR REGISTRY CLERK REF NO: DOT/HRM/84
Branch: Administration (Office of the Chief Operations Officer
Chief Directorate: Human Resource Management & Development
Directorate: Human Resource Management & Administration
Sub Directorate: Human Resource Administration

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

**CENTRE**
Pretoria

**REQUIREMENTS**
A senior certificate / Grade 12 qualification with four years' experience in HR registry or NQF 6 in Public Management and one year relevant experience. The following will serve as strong recommendations: Understanding and knowledge of Human Resource registry. Knowledge of National Archives Act. Procedures and Policies. Planning and Organizing. Computer Literacy. Conflict Management skills. Good Interpersonal relations. Ability to maintain strict confidentiality. Personal attributes: Hardworking, ability to work under pressure, efficient and resourceful, ability to work independently and accuracy. Good communication skills (Verbal and Written). Willingness to work irregular hours when required.

**DUTIES**
Classify records according to the approved file plan and ensure safekeeping of all records according to the National Archives Act. Regulate receipt and flow of documentation internally and externally. Administer all HR records / HR filling systems and their disposal / redundancy. Manage the HR Registry and other General Administration. Ensure and maintain confidentiality in respect of all HR records and Access control to HR registry.

**ENQUIRIES**
Ms N Mahlangu Tel No: 012 309 3104
ANNEXURE P

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

CLOSING DATE : 21 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). Applicants 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. Suitable 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 49/64 : HEAD: CLINICAL DEPARTMENT: FAMILY MEDICINE REF NO: H/H/106

SALARY : R2 054 577 per annum OSD. (Applicants might be required to enter into a commuted overtime contract.)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Registration with the HPCSA as a Medical Specialist in Family Medicine. A minimum of 3 years’ appropriate experience after registration with HPCSA as Medical Specialist. Experience in teaching and training. Demonstrate experience in research. South African Citizen with valid driver’s license (Code 8). Preferably SA citizen. Recommendations: Evidence of professional standing, e.g. membership of professional organizations. Management qualifications eg. MBA, diploma in business or equivalent qualification. Experience in Management. A good research track record.
DUTIES : All activities related to the management of the Department of Family Medicine. Function as a Head of cost centre. Teaching, training and research of undergraduates and post-graduates. Maintaining accreditation with HPCSA & OHSC. Management of Outreach & support. Perform all functions as directed by the Head of Clinical Services.
ENQUIRIES : Dr R Nathan Tel No: (051) 405 3496
APPLICATIONS : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301
FOR ATTENTION : Ms A Lombard

POST 49/65 : HEAD: CLINICAL UNIT: ANAESTHESIOLOGY REF NO: H/H/108

(Applicants might be required to enter into a commuted overtime contract.)
SALARY : R1 643 352 per annum OSD
CENTRE : Universitas Hospital, Bloemfontein
**REQUIREMENTS**

Registration with the HPCSA as a Medical Specialist in Anaesthesiology. A minimum of 3 years’ appropriate experience after registration with HPCSA as Medical Specialist. Must be registered with HPCSA for 2017/18. Experience in teaching and training. Demonstrate experience in research. South African Citizen with valid driver’s license (Code 8). Recommendations: Provide evidence of leadership qualities and management experience. Research qualifications in the field of Anaesthesiology either MMed or PhD. Evidence of professional standing, e.g. membership of professional organizations and their management committees. Qualifications in human resource and financial management.

**DUTIES**

To be responsible for service delivery within the department of Anaesthesiology at Universitas Academic Hospital. To fulfil the administrative, academic and research requirements of an appointment to the Joint Staff Establishment. To supervise pre-and post-graduate training and examinations in Anaesthesiology at the Universitas Academic Hospital. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Undertake all tasks as directed by the Head of Clinical Department and Head of Clinical Services at Universitas Academic Hospital.

**ENQUIRIES**

Dr Edwin Turton Tel No: (051) 405 3307 or 082 8046839

**APPLICATIONS**

The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

**FOR ATTENTION**

Ms A Lombard

**POST 49/66**

CLINICAL MANAGER (DENTAL) GRADE 1 REF NO: H/C/38

**SALARY**

R1 115 874 per annum (OSD)

**CENTRE**

Lejweleputswa District Office

**REQUIREMENTS**


**DUTIES**

Provisioning of strategic leadership and governance: Responsible for developing a shared vision, effective strategies and operational plans for the district. Able to implement the vision in dental and oral care. Give oversight and ensuring the monitoring of compliance to all relevant dental and oral Acts, Policies, Procedures and guidelines guiding the provision of dental and oral health services within the district; Responsible for the management of the efficient use of all resources in provision of quality dental and oral health care. Dental and oral healthcare service delivery: Respond to the burden of disease within the district for dental and oral healthcare. Promotive, preventive and treatment. Quality improvement: improving quality of services through compliance with all domains of the National Core Standards for dental and oral healthcare. Resource Management: Human Resource Management: Responsible for managing all dental human resource components. Finance Management: Comply with the financial management for dental and oral health care for mobilization, accumulation and allocation of money for dental and oral health service as per DHP template; Ensuring implementation and compliance to minimum standards for dental health. Manage policies and guidelines (asset registers) for optimizing the value of assets. Responsible for management and maintenance of infrastructure for dental and oral healthcare (including fixed and mobile clinics) ensuring availability of functional technology (including telecommunication systems) and dental equipment, as well as maintenance and engineering thereof. Supply chain Management: Ensuring effective procurement and provisioning of goods and service for dental care according to the Public Finance Management Act and National Treasury Regulations.

**ENQUIRIES**

Mr. DM Nkala Tel No: (057) 910 3223

**APPLICATIONS**

District Manager, Lejweleputswa District, Private Bag X15, Welkom, 9460. HR Office Kopano Building, Meulen Street, hand delivered at HR Office Kopano Building, Welkom

**FOR ATTENTION**

Me. L Bester
POST 49/67: CLINICAL MANAGER: MEDICAL: GRADE 1 REF NO: H/C/117

SALARY: R1 115 874 per annum OSD
CENTRE: Parys Hospital, Parys

DUTIES: To manage the hospital’s Clinical Service and clinical support service to ensure its effective and efficient delivery of quality service. Ensure integration of clinical services, clinical support service and nursing service. Develop, implement, monitor and evaluate operational plans for clinical services and clinical support service. Co-operation, liaison and communication with all stakeholders. Manage outreach programs from level II and III institutions and outreach to primary Health Care Clinics. Responsible for managing medico legal risk and ethical dilemmas. To ensure the implementation of policies and protocols. To carry out tasks as delegated by the CEO. Manage Finance and Human Resources of Clinical services.

ENQUIRIES: Me M V Ramoliki Tel No: (056) 816 2114
APPLICATIONS: The Chief Executive Officer, Parys Hospital, Private Bag X5, Parys, 9585
FOR ATTENTION: Me M V Ramoliki

POST 49/68: CLINICAL MANAGER: MEDICAL GRADE 1 REF NO: H/C/116

SALARY: R1 115 874 per annum OSD
CENTRE: Thebe Hospital, Harrismith
REQUIREMENTS: A minimum of 3 years’ appropriate experience as Medical Practitioner after registration with HPCSA. Valid driver’s license and willingness to travel within and outside the province. Presentation skills. Computer literacy. MBChB or Health Science Degree. Recommendations: Good communication skills and ability to work with a team

DUTIES: To manage the hospital’s Clinical Service and clinical support service to ensure its effective and efficient delivery of quality service. Ensure integration of clinical services, clinical support service and nursing service. Develop, implement, monitor and evaluate operational plans for clinical services and clinical support service. Co-operation, liaison and communication with all stakeholders. Manage outreach programs from level II and III institutions and outreach to primary Health Care Clinics. Responsible for managing medico legal risk and ethical dilemmas. To ensure the implementation of policies and protocols. To carry out tasks as delegated by the CEO. Manage Finance and Human Resources of Clinical services.

ENQUIRIES: S S Mofokeng, Tel No: (058) 624 1800
APPLICATIONS: The Chief Executive Officer, Thebe Hospital, Private Bag X871, Harrismith, 9880
FOR ATTENTION: Mr F C Moloi

POST 49/69: MEDICAL SPECIALIST: GRADE 1 (X6 POSTS)

SALARY: R1 051 368 per annum (OSD. (Applicants might be required to enter into a commuted overtime contract.)
CENTRE: Department: Universitas Hospital, Bloemfontein
Diagnostic Radiology Ref No: H/M/104 (X1 Post)
Otorhinolaryngology Ref No: H/M/105 (X1 Post)
Plastic & Reconstructive Surgery Ref No: H/M/106 (X1 Post)
Nuclear Medicine Ref No: H/M/107 (X1 Post)
Obstetrics & Gynaecology Ref No: H/M/108 (X2 Posts)

REQUIREMENTS: Registration with HPCSA as Medical Specialist in specific discipline. Experience: Grade 1: none. Recommendations: ACLS, ATLS, APLS, relevant experience.
DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. It is compulsory that the candidate participates in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES : Dr R Nathan: Tel No: (051) 405 3496

APPLICATIONS : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Ms A Lombard

POST 49/70 : MEDICAL SPECIALIST GRADE 1: (X5 POSTS)

SALARY : R1 051 368 per annum (OSD. (Applicants might be required to enter into a commuted overtime contract.)

CENTRE : Universitas Hospital, Bloemfontein:
Anaesthesiology Ref No: H/M/110 (X4 Posts)
Oncology Ref No: H/M/111 (X1 Post)

REQUIREMENTS : Anaesthesiology posts: Registration with the HPCSA as a Medical Specialist in Anaesthesiology and Oncology post: Registration with the HPCSA as a Medical Specialist in Radiation Oncology. Recommendations: ACLS, ATLS, APLS, relevant experience.

DUTIES : Clinical service delivery, medical administration and management, teaching, training and research. It is compulsory that the candidate participate in outreach activities and commuted overtime. Maintain quality assurance standards.

ENQUIRIES : Dr R Nathan Tel No: (051) 405 3496
Dr Edwin Turton Tel No: (051) 405 3307

APPLICATIONS : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Ms A Lombard

POST 49/71 : MEDICAL SPECIALIST: GRADE 1: REF NO: H/M/112

SALARY : R1 051 368 per annum (OSD. (Applicants might be required to enter into a commuted overtime contract.)

CENTRE : Department Community Health: Universitas Hospital, Bloemfontein

REQUIREMENTS : Registered as Independent Practice Medical Practitioner as well as a Community Health Specialist in the appropriate category with Health Professions Council of South Africa (HPCSA). In possession of MBChB degree or an equivalent qualification as well as a MMED post graduate qualification in Community or Public Health. Valid driver’s license and own private transport. Recommendations: Appropriate experience in the field of Public Health.

DUTIES : Community Health related service rendering in various institutions, communities and organizations as determine by Head of Department and relevant policies, standard operating procedures (SOP) and regulations. Responsible for pre-and post-graduate as well as in-service training programs including supporting the department with departmental academic activities. Promote, initiate and participate in appropriate research activities and projects.

ENQUIRIES : Prof W H Kruger Tel No: (051) 405 3136

APPLICATIONS : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301

FOR ATTENTION : Ms A Lombard

POST 49/72 : MEDICAL SPECIALIST GRADE 1: REF NO: H/M/102

SALARY : R1 051 368 per annum (OSD

CENTRE : Department of Cardiology, Universitas Academic Hospital

REQUIREMENTS : Registered with the HPCSA as Specialist Internist (Physician). Recommendations: Experience in evaluating and treating cardiac patients.

DUTIES : Clinically evaluate patients with cardiac disease. Evaluate cardiac patients, both with invasive and non-invasive modalities. Treat patients with cardiac disease. Participate in training. Research in appropriate field.
ENQUIRIES : Prof Makotoko Tel No: 051-4053390
APPLICATIONS : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1115, First Floor, Universitas Hospital, 1 Logeman Street, Universitas, Bloemfontein, 9301
FOR ATTENTION : Ms A Lombard
POST 49/73 : DEPUTY MANAGER: PHARMACEUTICAL SERVICES: RATIONALE USE AND ACCESS REF NO: H/D/103

SALARY : R975 945 per annum OSD
CENTRE : Medpharm: Bloemfontein

DUTIES : Ensure Rational medicine use, Provincial representative on NEMLC, ensure implementation of the EML, ensure functional PTC’s throughout the Province, Manage and update the FS formulary; Enhance Pharmacovigilance in the province; Advocate Antimicrobial stewardship, Oversee Cold chain and EPI management. Ensure Access to medication, Facilitate Down referral strategies; Ensure implementation of the CCMDD program and roll out of e-pharmacy; Adherence clubs; and other models of delivery.

ENQUIRIES : Me H Marais, Tel No: (051) 40110578
APPLICATIONS : The Chief Executive Officer, Medpharm, P O Box 7622, Bloemfontein, 9300
FOR ATTENTION : Mr T April
POST 49/74 : DEPUTY MANAGER: PHARMACEUTICAL SERVICES: RESOURCES MANAGEMENT DIVISION REF NO: H/D/104

SALARY : R975 945 per annum OSD
CENTRE : Medpharm: Bloemfontein

DUTIES : Monitor Pharmaceutical Inventory systems in the province, Rx Solution; Meditech, MEDSAS, SVS. Monitor registration with SAPC; Coordinate CSP’s; Arrange CPD trainings. Facilitate OSD translations; Arrange Pharmacist Forum Meeting; Arrange Pharmacy week events, Update and distribute Pharmacy Manual.

ENQUIRIES : Me H Marais Tel No: (051) 40110578
APPLICATIONS : The Chief Executive Officer, Medpharm, P O Box 7622, Bloemfontein, 9300
FOR ATTENTION : Mr T April
POST 49/75 : DEPUTY MANAGER: NURSING: PNA-8: (PHC MANAGER) REF NO: H/D/106

SALARY : R801 918 per annum OSD
CENTRE : Lejweleputswa District
REQUIREMENTS : Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of SANC registration for the 2018 year. Valid driver’s license. Post basic PHC qualification. National diploma/Degree in Nursing. Accredited post-graduate qualification in management will be an advantage. Recommendations: Strategic thinking, planning and organizing, problem solving and analytical skills. Change
management, people management, writing skills, presentation skills, Effective time management, Conflict management, Professional ethics, listening and communication skills, interpersonal skills, teamwork, mentoring and coaching skills, Knowledge of Public Service Act, DHS, Health Act and PFMA. Accredited post graduate qualification in management will be an advantage.

**DUTIES**

Strategic leadership and governance of PHC at District level. Service delivery: Respond to burden of disease at PHC level within the district by providing holistic comprehensive, preventative, promotive, curative, rehabilitative service through an integrated clinical services management approach (ICSM), ward-based outreach team (WBOT’s), the integrated school health program (ISHP) and with the appropriate support of the District Clinical Specialist Teams (DCST’s). This includes ensuring efficient patient follow-up, referrals and transport systems as well as promoting inter-sectoral coordination and collaboration with stakeholders within the district in order to address the upstream social determinants of health. Quality improvement: Improving quality of services through compliance with all domains of National Core standards. This includes ensuring health and safety of clients and staff, monitoring and evaluating of services and use of health information for effective planning and decision making at PHC level. Resource management: Human Resource Management, Finance Management: Asset Management: Supply Chain Management: Time Management: Ensuring all staff at PHC level apply time management. Risk Management: Administration function directed towards the identification, evaluation and correction of potential risks that could lead to loss or damage of human (patients and staff), assets and financial loss within the health district.

**ENQUIRIES**

Mr Nkala Tel No: (057) 9103223

**APPLICATIONS**

The District Manager, Lejweleputswa District, Private Bag X15, Welkom, 9460

**FOR ATTENTION**

Me L Bester

**POST 49/76**

**MEDICAL OFFICER: GR1-3 REF NO: H/M/103**

**SALARY**

Grade 1: R780 612
Grade 2: R892 551
Grade 3: R1 035 831 per annum OSD

(Applicants might be required to enter into a commuted overtime contract.)

**CENTRE**

Thebe Hospital, Harrismith

**REQUIREMENTS**

Registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees: MBChB. Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. One-year relevant experience after registration as Medical Practitioner with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

**Grade 2:** Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with the HPCSA as Medical Practitioner. **Grade 3:** Minimum of 10 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 11 years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendations: Knowledge of basic surgery and administration of anaesthetics. Knowledge of primary health care. Driver’s license.

**DUTIES**

Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provide training and leadership to medical interns, nurses and medical officers doing community service.

**ENQUIRIES**

Mr. FC Moloi Tel No: (058) 624 1802
APPLICATIONS: The Chief Executive Officer, Thebe Hospital, Private Bag X 871, Harrismith, 9830
FOR ATTENTION: Mr. FC Moloi

POST 49/77: MEDICAL OFFICER: GRADE 1-3 REF NO: H/M/100

SALARY:
Grade 1: R780 612 per annum
Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum OSD
(Applicants might be required to enter into a commuted overtime contract.)

CENTRE: DR J S Moroka Hospital, Selosesha
REQUIREMENTS:
Registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Experience: None after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Experience: Grade 1: One-year relevant experience after registration as Medical Practitioner with recognized a 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. Registration with the HPCSA as Medical Practitioner. Grade 2: Minimum of 5 years after registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendations: Good communication and interpersonal skills.

DUTIES:
To render comprehensive, curative, preventative and promotive Health Care Service at the hospital and catchment clinics during normal working hours. Rendering of clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Patient administration. Provide training and leadership to medical interns, nurses and medical officers doing community service. Be on call at the hospital after hours. Assist with administrative and other duties when required. Take an active role in the development of high quality services in line with Batho – Pele principles.

ENQUIRIES:
Dr C Lesenyeho-Lejakane Tel No: (051) 8739800
APPLICATIONS:
The Chief Executive Officer, J S Moroka Hospital, Private Bag 707, Selosesha 9783
FOR ATTENTION:
Mr G J Molokoane

POST 49/78: PSYCHOLOGIST GRADE 1 REF NO: H/P/106

SALARY: R674 892 per annum OSD

CENTRE: Boitumelo Hospital, Kroonstad
REQUIREMENTS:
Registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in any of the identified categories. 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: Good communication skills. Computer literacy. Valid SA Driver’s license. Ability under pressure.

DUTIES:
Ensure provision of compassionate and quality clinical service in the Clinical Psychology division on both inpatients and out patients. Participate in a holistic multidisciplinary treatment programme within the relevant legislative ethical prescriptions. To conduct administrative functions of psychological services. Ensure effective training of Community Service Psychologists. To do outreach applicable
to the health institution. Promote and maintain multi-disciplinary team work. Assist with Employee Assistant Programme and health promotion.

ENQUIRIES : Me S Els Tel No: (056) 2165 389
APPLICATIONS : The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, Room B26, Boitumelo Hospital, Smaldeel Road, Kroonstad
FOR ATTENTION : Me M November

POST 49/79 : PHARMACIST: GRADE 1-3 REF NO: H/P/113 (X3 POSTS)

SALARY : Grade 1: R655 980 per annum OSD
Grade 2: R713 904 per annum OSD
Grade 3: R780 612 per annum OSD

CENTRE : Mangaung Metro District

REQUIREMENTS : Registration with the SAPC as a Pharmacist. Proof of current registration. Appropriate bachelor of Pharmacy Degree. Experience: Grade 1: None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years' relevant experience after registration as Pharmacist 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. Grade 3: Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years' relevant experience after registration as a Pharmacist 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. Recommendations: Valid driver's license. Computer literacy, 2 year's pharmacy experience post community Service.

DUTIES : Render comprehensive. Professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with the relevant policies, standard operational procedures and legislation. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labeling and supply of the medicine in an appropriate container. Dispensing medicine: Giving medicine information and patient counselling in order to supply patients with their prescribed medicines to ensure better health and patient outcomes. Deliver emergency services and do after call service. Management and control of medicine stock: Issuing ward stock and scheduled medication, calculating stock levels, conduct ward rounds, check emergency trolleys/rooms, visit clinics, control expired medication, maintain drug registers (schedule 5,6, and donation). Ensure adherence to the supply chain management and procedures and to the statutory regulations (Pharmacy Act, Medicine control Act) and Quality Standards. Supervision of Pharmacist Assistants. Register Pharmacy facility to comply with the Pharmacy Act.

ENQUIRIES : Mr T V Mokhothu Tel No: (051) 447 2194
APPLICATIONS : The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ FSPC Complex, No 4 President Brand Street, Bloemfontein
FOR ATTENTION : Mr T A Mokoqo

POST 49/80 : PHARMACIST: GRADE 1 REF NO: H/P/118

SALARY : R655 980 per annum OSD

CENTRE : Bophelong Clinic, Xhariep District

REQUIREMENTS : Registration with the SAPC as a Pharmacist. Experience: Grade 1. None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a 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. Recommendations: Valid Driver’s license.

**DUTIES**

Render a comprehensive, professional and quality pharmaceutical service in the form of support, assistance, execution of duties and performing of acts, in line with relevant policies, standard operational procedures and legislation. Management and control of medicine stock: calculating stock levels, visit clinics, control expired medication. Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) regarding: Stock taking procedures, Ordering and receiving of stock, Storage of stock, maintain stock cards, record keeping, Distribution and redistribution of stock. Ensure adherence to Good Pharmacy Practice rules and regulations. Implementation and maintaining of a referral system. Training of staff: Pharmacist assistants, Interns and other pharmacy support personnel.

**ENQUIRIES**

Me M Henning Tel No: (053) 574 0198

**APPLICATIONS**

The District Manager, Xhariep District, Private Bag X2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg

**FOR ATTENTION**

Mr M P Ndlondlo

**POST 49/81**

**PHARMACIST: GRADE 1-3: REF NO: H/P/108 (X2 POSTS)**

**SALARY**

Grade 1: R655 980 per annum OSD
Grade 2: R713 904 per annum OSD
Grade 3: R780 612 per annum OSD

**CENTRE**

Universitas Hospital, Bloemfontein

**REQUIREMENTS**

Registration with the SAPC as a Pharmacist. Experience: **Grade 1**: None after registration with the SAPC as a Pharmacist in respect of South African qualified employees. One-year relevant experience after registration as Pharmacist with recognized a foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum of 5 years after registration a Pharmacist with the SAPC as a Pharmacist of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 6 years’ relevant experience after registration as Pharmacist 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. **Grade 3**: Minimum of 13 years after registration as a Pharmacist with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Minimum of 14 years’ relevant experience after registration as a Pharmacist with the Health Professions Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

Recommendations: Good interpersonal skills. Good communication skills. Supervisory skills. Valid driver’s license.

**DUTIES**

Render a comprehensive, professional and quality pharmaceutical services in the form of support, assistance, execution of duties and performing of act, in line with relevant policies standard operational procedures and legislation. Assist facilities with adherence to the Supply Chain Management procedures and to the statutory regulations (pharmacy act, Medicines control act) regarding: Stock taking procedures, Ordering and receiving of stock; Storage of stock, maintain stock cards; record keeping; distribution and redistribution of stock; Ensure adherence of good pharmacy practices rules and regulations; ensure maintenance of referral system. Attending all Pharmacy meetings. Train and supervise Pharmacy Assistants; Pharmacy Interns and junior officials. Participating in Quality Assurance programs. Ensuring availability of medications. Taking care of Assets responsibly. Educate patients how to take medication. Implement policies accordingly. Assist in ensuring the dispensing of medication to patients. Assist in ensuring availability of drugs and pre-packing of medicine in pharmacy. Receiving of stock, distribution and proper storage of drugs. Capturing of requisitions and issues on the RX Solutions store management system. Ensure implementation of standard operating procedures, good pharmacy practice, norms and standards. Counseling of patients to ensure optimal compliance with the use of medication. Maintain necessary record and statistics to ensure pharmaceutical care. Management and control of Pharmacy and Ward stock. Supervise work of
subordinates. Perform other related tasks as delegated. Be on call and work overtime.

ENQUIRIES : Me Z Lots Tel No: (051) 4053 949
APPLICATIONS : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300
FOR ATTENTION : Me A Lombard
POST 49/82 : ASSISTANT MANAGER: NURSING: PNB-4 REF NO: H/A/105 (X2 POSTS)
SALARY : R581 826 per annum OSD
CENTRE : Free State Psychiatric Complex, Bloemfontein
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 10 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Recommendations: Knowledge of Public Services Act and Regulation, Public Finance Management Act (PFMA) and Mental Health Care Act of 2002. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial Policies and practices. Knowledge of OSD for nurse. Computer literacy, drivers 'license. Experience in management will serve as an advantage. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility.

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 healthcare. Develop/establish and maintain constructive working relationships with Nursing and other stakeholders (i.e. inter professional, inter sectoral and multi-disciplinary teamwork.). Participate in the analysis, formulation and interpretation of Nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitoring and ensure proper utilization of financial and physical resources.

ENQUIRIES : Me M J Mafereka Tel No: (051) 407 9331 /236/207
APPLICATIONS : The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300
FOR ATTENTION : Me N V Mokopanele
POST 49/83 : ASSISTANT MANAGER: NURSING: PNA-7 REF NO: H/A/108
SALARY : R532 449 per annum OSD
CENTRE : Information, Research & Knowledge Management: Corporate Office
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. Baccalaureus Degree in Nursing and a Degree in Public Administration as an advantage. Valid driver’s license (5 years old). Computer literate. Working knowledge of Hospital and PHC Information Management, District Health Information System Web based, TB/HIV INTEGRATION (Tier.net.) HPRS, IDEAL CLINIC REALISATION MAINTENANCE, Monitoring & Evaluation, use of pivots, dashboards and reports. Extensive relevant experience in management of health information within a large organization, District health information, Non facility data and data. Recommendations: Knowledge of all health programs e.g. HIV/ ADIS, TB, EP and MCWH and a full understanding of key indicators within these programs. E. Health strategy. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of data use, data triangulation and target setting as well as understanding measurements of routine data accuracy are essential. Ability to work under pressure, and should be able to
deliver under tight deadlines together with willingness to work extra hours. Prepared to travel within the Free State Province. A self-starter with the ability to work under minimum/or no supervision, pay attention to detail and should have experience at managerial level. A demonstrable understanding of accountability and ability to engage at all levels of authority, be able to think analytically and contextually and have experience in conducting research and managing. Tanning skills and report writing are fundamental. Good communication & interpersonal skills including patience as well as highly enthusiastic attitude. Good understanding of how the public health service functions. Collecting and recording of data. Knowledge of data security/confidentiality as well as being able to understand the Health Information policy. Excellent leadership ability, time management, conflict management, stress management, motivational skills. Knowledge Management and Research in the Public Sector is important.

**DUTIES**: Improve quality of health information in the Free State Province. Manage and utilization of resources in accordance with relevant directives and Legislations. Support the training of the new clinical records and HPRSN of the PHC, Co-ordinate and monitor data quality assessment Co-ordinate, conducting and capturing of Patient experience survey by institutions/ facilities. Provide in-service training, mentoring and support subordinates to execute their functions effectively and efficient. Support creation of audited trail in facilities to meet recommendation from AG. Review PIDS and NIDS for the department, Participate in data quality and data alignment workshops on behalf of the Department and implement resolution thereof. Ability to analyse data and dissemination of information. Supervisory role for human resources and project related concerns in the unit to ensure that good quality data is provided to the provincial department as well as giving feedback to all stake holders. Provide leadership and guidance to information management directorate on performance information reliability, accuracy and completeness as well as the development of data quality monitoring tools and implementation thereafter. Conduct support visit on quarterly basis to the district and facilities on aspects such as data quality and implementation of policies DHIMS and guideline and SOPs. Lead the development and implementation of data elements and training them after. Identify and provide support to district and program managers. Design and implement training program that will improve data quality and use for the departmental staff members at all levels of care as well as performance tracking indicators. Support the directorate with planning and implementation of TB/HIV Integration (SMARTER) and DHIS 2 systems in the facilities as well as supporting preparations of district health plans in relation to information management. Analyse changes and patterns in key indicators, information management performance reports in order to make recommendations and strategies to close the gap. Implement capacity building activities to provincial, district and facility information offices in terms of data manipulation, data quality issues, records management and data element definitions and meta data. Conduct the ANC Survey for the Free State Province. Support DDC at the hospital/PHC set up and Rationalization of registers for PHC. Management together with the daily data capturing processes in institutions. Implement data sign off processes in the institutions and Reconciliation of data.

**ENQUIRIES**: Dr Chikobvu Tel No: (051) 408 1738/ 1704

**APPLICATIONS**: The Chief Executive Officer, Medpharm, P O Box 227, Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

**FOR ATTENTION**: P Mpu

**POST 49/84**: OPERATIONAL MANAGER: PNB-3 (MIDWIFERY) REF NO: H/O/103

**SALARY**: R532 449 per annum OSD

**CENTRE**: Itemoheng Hospital, Senekal

**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. Qualification in Advance Midwifery and Neonatology. 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 (in specific specialty) after obtaining the 1-year post –

**DUTIES**

- Provision of optimal specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources (human and material). Participation with training and research. Provision of support to general nursing care. Overall man agent of Maternity within the hospital set-up, upholding the National Core Standard and Scope of Practice within the Unit. Formulate and develop operational policies, guidelines and standard operational plans. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues, to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate a basic understanding of HR and Financial Policies and Practices.

**ENQUIRIES**

Me L M Lepamo / Dr. L S Mofokeng Tel No: (058) 481 2114

**APPLICATIONS**

The Chief Executive Officer, Itemoheng Hospital, Private Bag X9, Senekal, 9600

**FOR ATTENTION**

Dr. L S Mofokeng

**POST 49/85**

OPERATIONAL MANAGER: PNB-3: (MATERNITY UNIT) REF NO: H/O/105

**SALARY**

R532 449 per annum OSD

**CENTRE**

Botshabelo Hospital, Botshabelo

**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 Advance Midwifery and Neonatology. 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: Valid driver’s license. Experience in National Core Standards and Management of information. Good interpersonal and communication skills. Computer literacy.

**ENQUIRIES**

Me H H Mofokeng Tel No: (051) 5330211

**APPLICATIONS**

The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781

**FOR ATTENTION**

Mr K J Molise

**POST 49/86**

OPERATIONAL MANAGER: PNB-3: POST NATAL UNIT REF NO: H/O/107

**SALARY**

R532 449 per annum OSD

**CENTRE**

Botshabelo Hospital, Botshabelo

**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 Advance Midwifery and Neonatology. 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 in the specific specialty after obtaining the 1-year post – basic. Recommendations: Valid driver’s license. Experience in National Core Standards and Management of information. Good interpersonal and communication skills. Computer literacy.

**DUTIES**

- Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources (Human and...
material). Participation with training and research. Provision of support to nursing services, Maintain professional growth/ethical standards and self-development. Overall management of Maternity Unit within the hospital setup. Manage patients according to National Core Standards and Scope of Nursing Practice. Formulate and develop operational policies and guidelines and operational plans. Cooperate, liaise and communicate with all stakeholders. Information management. Clinical governance. Stock control and assets management. Risk management.

ENQUIRIES:
Me H H Mofokeng Tel No: (051) 5330211
APPLICATIONS:
The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781
FOR ATTENTION:
Mr K J Molise

POST 49/87:
OPERATIONAL MANAGER: PNB-3: THEATRE: REF NO: H/O/106

SALARY:
R532 449 per annum OSD
CENTRE:
Botshabelo Hospital, Botshabelo
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 Theatre Nursing Science. 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. Proof of service record. Recommendations: A post basic qualification in Health Care Management will be an added advantage. At least 3 years 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/ theatre. Management /theatre/administration/ planning/organizing coordination and communication skills. Ability to take charge and make appropriate independent decisions.

DUTIES:
Supervise and ensure the provision of an effective and efficient peri-operative patient care through adequate nursing care and risk management. Coordinate and monitor the implementation of Nursing Care Plan and 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 stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES:
Me H H Mofokeng Tel No: (051) 5330211
APPLICATIONS:
The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781
FOR ATTENTION:
Mr K J Molise

POST 49/88:
OPERATIONAL MANAGER: SPECIALTY: PNB-3: REF NO: H/O/108

SALARY:
R532 449 per annum OSD
CENTRE:
Fezi Ngubentombi Hospital, Sasolburg
REQUIREMENTS:
Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year in Advance Paediatric Nursing Science, 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 in Advance Paediatric Nursing Science. Recommendations: Knowledge of the Public Service Act and regulations and Public Finance Management Act (PFMA). Knowledge of OSD for nursing. Computer literacy. Compliance with the educational qualification, statutory requirements and competencies for the job level.

DUTIES:
Ensure that comprehensive nursing treatment and care is delivered to patients in a cost effective, efficient and equitable manner by the Specialty Units. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within the set standard and professional /legal framework. Provision of effective support Nursing Services. Coordination of

**ENQUIRIES**: Me N M Mokoena Tel No: (016) 970 9420
**APPLICATIONS**: The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947
**FOR ATTENTION**: Me S M Mokadi

**POST 49/89**: OPERATIONAL MANAGER: SPECIALTY: PNB-3: (PHC) REF NO: H/O/109

**SALARY**: R532 449 per annum OSD
**CENTRE**: Mangaung Metro District
**REQUIREMENTS**: Registration with the SANC as Professional Nurse plus a post-basic Clinical Health Science Speciality 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. Valid driver’s license. Recommendations: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy.

**DUTIES**: Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resources and related policies.

**ENQUIRIES**: Me N J Ramarou-Makhoali, Tel No: (051) 447 2197
**APPLICATIONS**: The District Manager, Mangaung Metro, PO Box 441, Bloemfontein, 9300 or hand deliver @ FSPC Complex, No 4 President Brand Street, Bloemfontein
**FOR ATTENTION**: Mr T A Mokoqo

**POST 49/90**: OPERATIONAL MANAGER: SPECIALTY: PNB-3: REF NO: H/O/110

**SALARY**: R532 449 per annum OSD
**CENTRE**: Parys Hospital, Parys
**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 Advanced Midwifery and Neonatal Science. 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. Proof of SANC registration for 2018/2019. Recommendations: Knowledge of Public Service Act and Regulations and Public Finance Management Act (PFMA). Knowledge of OSD for Nurses. Computer literacy. Compliance with the educational qualification, statutory requirements and competencies for the job level.

**DUTIES**: To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the specialty Unit. Ensure compliance to professional and ethical practice. Coordination of optimal holistic specialized nursing care provided within set standard and professional/legal framework. Provision of effective support to Nursing Services. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development. Manage effectively the utilization and supervision of human resources. Coordinate mother and child program. Provide holistic nursing care to patients in an effective, efficient and cost equitable manner. Ensure compliance to National Core Standards and Ten Point Plan. Management of assets. Identify, manage and control risks. Skills of report
writing and data management. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation.

**ENQUIRIES**: Me M V Ramoliki, Tel No: (056) 816 2114  
**APPLICATIONS**: The Chief Executive Officer, Parys Hospital, Private Bag X5, Parys, 9585  
**FOR ATTENTION**: Me M V Ramoliki

**POST 49/91**: OPERATIONAL MANAGER: CHC SPECIALTY: PNB-3 REF NO: H/O/111

**SALARY**: R532 449 per annum OSD  
**CENTRE**: Xhariep District: Ethembeni Clinic (Koffiefontein)  
**REQUIREMENTS**: Registration with the SANC as Professional Nurse plus a Post-Basic Clinical Health Science Specialty (PHC) with a duration of at least one 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. Recommendation: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy. A valid driver's license

**DUTIES**: Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resources and related policies. Detailed Job Description can be obtained to Contact Person.

**APPLICATIONS**: The District Manager, Xhariep District, Private Bag X2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg  
**FOR ATTENTION**: Mr M P Ndlo

**POST 49/92**: OPERATIONAL MANAGER: PHC SPECIALTY: PNB3: (X2 POSTS)

**SALARY**: R532 449 per annum OSD  
**CENTRE**: Xhariep Health District:  
Edenburg Mobile Clinic Ref No: H/O/112  
Koffiefontein Mobile Clinic Ref No: H/O/113  
**REQUIREMENTS**: Registration with the South African Nursing Council (SANC) as Professional Nurse in General Nursing. A Post-Basic Clinical Health Science Specialty (PHC) with a duration of at least one year, accredited with SANC. A minimum of 9 years appropriate / recognizable experience in Nursing after registration with the SANC as Professional Nurse in General Nursing. At least 5 years of the above period must be appropriate/recognizable experience in the Specialty area (PHC) after obtaining the 1-year post-basic qualification. Valid Driver's License. Recommendations: Good communication and interpersonal skills. Knowledge of key priority health programs. Knowledge and understanding of the National Core Standards and Ideal clinic realization program. Strong management and leadership skills. Computer literacy. A valid driver's license. Knowledge of Rural Health.

**DUTIES**: Provide holistic nursing care to patients at a cost effective, efficient and equitable manner. Provide and monitor clinical health science practices and mentoring. Manage and implement quality assurance program and attainment of quality standards of the facility / rural health for service delivery. Monitor data and manage information to improve on performance indicators. Apply knowledge of human, finance and information resources and related policies. Detailed Job Description can be obtained to Contact Person.

**APPLICATIONS**: The District Manager, Xhariep District, Private Bag X2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg  
**FOR ATTENTION**: Mr I L Moisi Tel No: (051) 492 2420
POST 49/93: CHIEF RADIOGRAPHER: CATHETERIZATION LABORATORY REF NO: H/R/101

SALARY: R440 982 per annum (OSD)

CENTRE: Universitas Hospital, Bloemfontein

REQUIREMENTS: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer. A minimum of 3 year’s appropriate experience in the relevant profession after registration with HPCSA National Diploma in Radiography. Recommendations: 2 Years’ experience and skilled in Cath lab procedures.

DUTIES: Exercise clinical responsibility to ensure optimal service delivery in Catheterization lab. Develop and implement quality system in line with national and international standards. Management of resources to ensure optimal service delivery at institutional level. Maintain and up keeping of X-ray equipment. Radiation control. Administrative task. Patient care.

ENQUIRIES: EF van den Heever Tel No: (051)-4053390/4053363

APPLICATIONS: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ HR Office, 1st Floor Universitas Hospital, Logeman Street, Universitas, Bloemfontein

FOR ATTENTION: Me C Cloete

POST 49/94: CHIEF PHYSIOTHERAPIST REF NO: H/P/111

SALARY: R440 982 per annum (OSD)

CENTRE: Albert Nzula Hospital, Trompsburg

REQUIREMENTS: Registration with the HPCSA as a Physiotherapist. A minimum of 3 year’s appropriate experience in the relevant profession after registration with HPCSA as a Physiotherapist. Formal tertiary qualification in Physiotherapy that allows registration with HPCSA. Recommendations: Ability to communicate effectively with all stakeholders. Leadership skills.

DUTIES: Exercise clinical responsibility to ensure optimal service delivery and ensure the provisioning of quality Physiotherapy service of specific clinical levels. Develop and implement quality systems in line with National and International standards. Management of resources to ensure optimal service delivery at institutional level. Supervision of Physiotherapists/students/assistants/support staff. Liaise with the multidisciplinary team. Health promotion. Management and administration of more complex or advanced Physiotherapy services and implementation of quality control measures.

ENQUIRIES: Dr M A Thejane, Tel No: (051) 4922193

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

FOR ATTENTION: Mr T G E Finger

POST 49/95: CHIEF RADIOGRAPHER: GRADE 1: REF NO: H/C/39

SALARY: R440 982 per annum (OSD)

CENTRE: Universitas Hospital, Cardiology

REQUIREMENTS: National diploma Radiographer. 3 years’ experience. 2 years’ experience and skilled in Cath lab procedures. Recommendations: Knowledge of human anatomy. Specialized X-ray equipment, radiation control and quality control.

DUTIES: To render a comprehensive radiographic service to the Catheterization laboratory. Maintain and up keeping of X-ray equipment. Radiation control. Administrative tasks. Patient care.

ENQUIRIES: Me. E F v d Heever; Tel No: (051) 405 3390 / 3363

APPLICATIONS: The Chief Executive Officer, Universitas Academic Hospital, Private Bag X20660, Bloemfontein, 9300 Hand delivered at: Room 1115, First Floor Universitas Hospital, Logeman Street, Universitas, Bloemfontein

FOR ATTENTION: Me C H Cloete

POST 49/96: CLINICAL PROGRAM COORDINATOR: PNA-5: QUALITY ASSURANCE REF NO: H/C/103

SALARY: R420 318 per annum (OSD)
CENTRE: Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS: Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Recommendations: Knowledge of patient safety processes. Knowledge of National Insurance (NHI) processes. Knowledge of National Core Standards (NCS). Leadership, change and general management, teaching and training skills. Ability to work independently, under pressure, co-operatively with colleagues and stakeholders at all levels. Computer skills with working knowledge of MS.

DUTIES: Coordinate and promote implementation of Quality Assurance. Continuous monitoring and evaluation of National Core Standards (NCS). Conducting of Annual Self Assessments, development and monitoring of Quality Assurance improvements. Maintain standards and norms of Nursing practices to promote the health care status of healthcare users. Conducting of patient’s experience of care surveys and analysis of data. Ensuring the conducting of regular clinical Audits. Ensuring the implementation and monitoring of the Patient Safety Programme. Manage and utilize resources in accordance with relevant directives and legislations.

ENQUIRIES: Me M J Mafereka Tel No: (051) 407 9331/236/207
APPLICATIONS: The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300
FOR ATTENTION: Me N V Mokopanele

POST 49/97: CLINICAL PROGRAM COORDINATOR: PNA-5: REF NO: H/C/113

SALARY: R420 318 per annum (OSD)
CENTRE: Botshabelo Hospital, Botshabelo
REQUIREMENTS: Registration with the SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Diploma/Degree in Nursing (OHS) or equivalent qualification that allows registration with SANC as Prof Nurse. A Post Basic Diploma in Occupational Health and Safety. 1 Years’ experience within the Occupational Health and Safety setting. Recommendations: Good verbal communication skills. Compliance with the educational qualification, statutory requirements and competencies for the job level. Ability to work under pressure.

DUTIES: Provides a comprehensive occupational health and safety nursing service to staff in cost effective, efficient and equitable manner in Unit. Ensure compliance to professional and ethical practice. Promote quality of nursing care as directed by professional scope of practice and standards as determined by relevant health facility. Demonstrate an in-depth understanding of Occupational Health and Safety Act, Regulations, Disaster Management and COIDA Act. Demonstrate a deep understanding of TB and HIV management. Ensure that the hospital is prepared for any disaster.

ENQUIRIES: Me H H Mofokeng Tel No: (051) 5330211 / 200
APPLICATIONS: The Chief Executive Officer, Botshabelo Hospital, Private Bag X527 Botshabelo, 9781
FOR ATTENTION: Me Z A Yawathe

POST 49/98: RADIOGRAPHER: GRADE 1: MAMMOGRAPHY REF NO: H/R/103

SALARY: R374 364 per annum (OSD)
CENTRE: Boitumelo Hospital, Kroonstad
REQUIREMENTS: Registration with HPCSA as Mammographer. A minimum of 4 year’s appropriate experience after registration with HPCSA as Diagnostic Radiographer. Recommendations: Good communications skills. Computer literacy. Valid SA driver’s license. Ability to work under pressure.


ENQUIRIES: Me S Els Tel No: (056) 2165389
**APPLICATIONS**: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel road, Kroonstad

**FOR ATTENTION**: Me M November

**POST 49/99**: RADIOGRAPHER; GRADE 1: ULTRASOUND: REF NO: H/R/102

**SALARY**: R374 364 per annum (OSD)

**CENTRE**: Boitumelo Hospital, Kroonstad

**REQUIREMENTS**: Registration with HPCSA as Ultrasound Radiographer. 4 Years appropriate experience as an Ultrasound Radiographer of which 2 years must be at Supervisory level. Recommendations: Experience in Sonography. Computer literacy. Ability to work under pressure. Ability to work with Various imaging modalities.


**ENQUIRIES**: Me S Els Tel No: (056) 2165389

**APPLICATIONS**: The Chief Executive Officer, Boitumelo Hospital, Private Bag X47, Kroonstad, 9500 or hand delivered @ Admin Building, room B26, Boitumelo Hospital, Smaldeel road, Kroonstad

**FOR ATTENTION**: Me M November

**POST 49/100**: CLINICAL NURSE PRACTITIONER GR1: PHC SPECIALTY: PNB-1 REF NO: H/C/121 (X4 POSTS)

**SALARY**: R362 559 per annum (OSD)

**CENTRE**: Xhariep District

**REQUIREMENTS**: Registration with the South African Nursing Council (SANC) as Professional Nurse plus a post-basic nursing qualification (PHC) 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: ACLS, ATLS, APLS, relevant experience.

**DUTIES**: Provision of optimal, holistic specialized nursing care with standards and within a professional/ legal framework (to ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner). Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain a professional growth / ethical standards and self-development. Detailed key responsibility areas can be obtained from the contact person.

**ENQUIRIES**: Mr I L Moisi Tel No: (051) 492 2420

**APPLICATIONS**: The District Manager, Xhariep District, Private Bag X2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg

**FOR ATTENTION**: Mr M P Ndlondlo

**POST 49/101**: CLINICAL PROGRAM COORDINATOR: PNB 1 (SPECIALTY) REF NO: H/C/122

**SALARY**: R362 559 per annum (OSD)

**CENTRE**: Thebe Hospital, Harrismith

**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: None


**ENQUIRIES**: Sr P P Twala Tel No: (058) 624 1800/1829

**APPLICATIONS**: The Chief Executive Officer, Thebe Hospital, Private Bag X871, Harrismith, 9880

**FOR ATTENTION**: Mr R J Rakatsinyana
POST 49/102 : PROFESSIONAL NURSE: PNB-1: SPECIALTY REF NO: H/P/114

SALARY : R362 559 per annum (OSD)
CENTRE : Nala Hospital, Bothaville
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: Ability to work under pressure and being able to give relief for trauma patients during the emergency. Reliable, good communication and interpersonal skills. Candidates whose appointment/promotion/transfer will promote representative will receive the preference.

DUTIES : Provision of optimal, holistic specialized nursing care with standards and within a professional/ legal framework in a cost effective, efficient and equitable manner. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain a professional growth / ethical standards and self-development. Support and monitor implementation of trauma and emergency policies. Detailed key performance area can be obtained from the contact person.

ENQUIRIES : Me M Ruiters Tel No: (056) 5152071
APPLICATIONS : The Chief Executive Officer, Nala Hospital, Private Bag X7, Bothaville, 9660 or hand delivered @ 35 Van Riebeeck Street, Bothaville
FOR ATTENTION : Mr M P Mahlanga

POST 49/103 : PROFESSIONAL NURSE: PNB-1: (EMERGENCY AND ACCIDENTS) REF NO: H/P107

SALARY : R362 559 per annum (OSD)
CENTRE : Tokollo Hospital, Heilbron
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. Proof of receipt for the current year. Recommendations: Good written and verbal communication skills. Good interpersonal relations. Confidentiality. Applicant must be willing to work shifts e.g. night duty, Sundays and public holidays. Ability to work under pressure and perform overtime and standby. Computer literacy. Ability to resolve issues e.g. conflict management.

DUTIES : Responsible to facilitate resuscitation activities within the hospital. Responsible to conduct resuscitation drills. Provision of support to nursing personnel services e.g. to assist with relief of duties of supervisor and act as shift leader on both day and night shifts. Effective utilization of resources. In depth knowledge and understanding of Health related Acts, Regulations Guidelines and other related policies. To ensure provision of strategic leadership for provision of quality care in nursing component. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Ensure that a holistic nursing care service is delivered to patients in cost effective, efficient and equitable manner by Nursing Units. Ensure compliance to professional and ethical practice. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES : Mr S J Mofumane Tel No: (058) 8535424
APPLICATIONS : The Chief Executive Officer, Tokollo Hospital, Private Bag X8, Heilbron, 9650
FOR ATTENTION : Me E M Makutso

POST 49/104 : PROFESSIONAL NURSE: PNB-1: ADVANCED MIDWIFERY REF NO: H/P/110 (X2 POSTS)

SALARY : R362 559 per annum (OSD)
CENTRE : Botshabelo Hospital, Botshabelo
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. Must be willing to work shifts.
Recommendations: An additional post basic qualification of one-year duration. Knowledge of the management of people, financial and conflict management. Computer literacy. Ability to provide holistic care.

**DUTIES**

**ENQUIRIES**
Me H H Mofokeng, Tel No: (051) 5330211

**APPLICATIONS**
The Chief Executive Officer, Botshabelo Hospital, Private Bag X527, Botshabelo, 9781

**FOR ATTENTION**
Mr K J Molise

**POST 49/105**
SPEECH THERAPIST: GRADE 1 REF NO: H/S/116

**SALARY**
R300 828 per annum (OSD)

**CENTRE**
Albert Nzula Hospital: Bloemfontein

**REQUIREMENTS**
Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist. 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: Good communication skills. Ability to work under pressure. Good interpersonal relations.

**DUTIES**
Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). 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. Baccalaureus Degree in Occupational Therapy. Must be willing to work under the supervision of a Chief Occupational Therapist. Must be willing to rotate between service areas to ensure service delivery in priority service areas. Recommendations: Computer literacy. Valid driver’s license.

**ENQUIRIES**
Mr I S Shai, Tel No: (051) 492 2186

**APPLICATIONS**
The Chief Executive Officer, Albert Nzula Hospital, Private Bag X2 Trompsburg, 9913 or hand delivered @ 22 Louw Street, Albert Nzula Hospital, Trompsburg.

**FOR ATTENTION**
Mr T G E Finger

**POST 49/106**
OCCUPATIONAL THERAPIST: GRADE 1 REF NO: H/O/104

**SALARY**
R300 828 per annum (OSD)

**CENTRE**
Senorita Ntlabathi Hospital, Ladybrand

**REQUIREMENTS**
Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). 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. Must be willing to work under the supervision of a Chief Occupational Therapist. Must be willing to rotate between service areas to ensure service delivery in priority service areas. Recommendations: Computer literacy. Valid driver’s license.

**DUTIES**
Participate in Inter-professional and multi-disciplinary teamwork that promotes efficient and effective patient care in the relevant service areas. Management of the Acute Psychosis ward including the following: manage referrals, completing relevant evaluations, plan and execute treatments and do overviews when needed. Plan, organize and execute recreation programmes. Plan, organize and execute fund raising events. Participate I UFS Occupational Therapy student training. Participate in risk management in the hospital. Take responsibility for allocated assets. Utilize information and communicate technology for the enhancement of effective and efficient quality service delivery.
ENQUIRIES : Mr P R Phuroe, Tel No: (051) 923 2014
APPLICATIONS : The Chief Executive Officer, Senorita Ntlabathi Hospital, Private Bag X9, Ladybrand, 9745
FOR ATTENTION : Me P R Phuroe

POST 49/107 : DIETICIAN: GRADE 1 REF NO: H/D/105

SALARY : R300 828 per annum (OSD)
CENTRE : Free State Psychiatric Complex: Boemfontein
REQUIREMENTS : Registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). 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 : Rendering of nutritional counseling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.

ENQUIRIES : Mr M P Pitso Tel No: (051) 4079 226
APPLICATIONS : The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300
FOR ATTENTION : Mr M P Pitso

POST 49/108 : DIETICIAN: GRADE 1 REF NO: H/D/109

SALARY : R300 828 per annum (OSD)
CENTRE : Xhariep District
REQUIREMENTS : Registration with the HPCSA as Dietician. Experience: Grade 1: None after registration with the HPCSA as Dietician 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 as Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Valid South African Driver’s License. Recommendations: Previous experience with Community Nutrition and working with communities. Good communication skills. Ability to work under pressure. Computer literacy.


ENQUIRIES : Mr. LP Lekoro Tel No: (051) 492 2420
APPLICATIONS : The District Manager, Xhariep District, Private Bag X2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg
FOR ATTENTION : Mr M P Ndlondlo

POST 49/109 : ARTISAN FOREMAN: GRADE A (X4 POSTS)

SALARY : R286 500 per annum (OSD)
CENTRE : Pelonomi Hospital, Bloemfontein:
Mechanical Ref No: H/A/114
Building Ref No: H/A/116
Air conditioning Ref No: H/A/115
Electrical Ref No: H/A/117

REQUIREMENTS : A complete apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2)(h) of the Manpower Training Act, 1981 as amended or a certificate issued under provisions of section 28 or 30 of the Manpower Training
Act, 1981 as amended or a certificate issued under the repealed section 27 of the Act referred to. Five years' post-qualification experience as an Artisan. Valid driver's license. N3 Certificate. Grade 12. Electrician must have medium voltage (11 000 volt) switching experience. Recommendations: Must be able/willing to perform standby and after hour duties.

DUTIES: To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices. Plan work to be performed. Execute inspections of buildings/equipment according to plan. Ensure that work is executed according to set standards and policies. Attend, supervise and monitor job requests in respect of physical repair and maintenance, including preventative maintenance of medical and operational equipment and the complete of job requests. Manage administrative and related functions: Record, supervise and monitor job request ((H24's). Obtain quotations in respect of stock and materials. Complete PA1 Logis forms for request of equipment, tools and materials. PDMS. Implement equipment maintenance program. Financial Management: People management. Maintain and advance Expertise. Supervise and mentor subordinates. Perform administrative functions. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES: Mr M R Shilling, Tel No: (051) 405 1227
APPLICATIONS: The Chief Executive Officer, Pelonomi Hospital, Private Bag X 20581, Bloemfontein, 9300
FOR ATTENTION: Mr L B Aaron

POST 49/110: ARTISAN FOREMAN REF NO: H/A/119

SALARY: R286 500 per annum (OSD)
CENTRE: Embekweni Hospital, Zastron
REQUIREMENTS: A complete apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2) (h) of the Manpower Training Act, 1981 as amended or a certificate issued under provisions of section 28 or 30 of the Manpower Training Act, 1981 as amended or a certificate issued under the repealed section 27 of the Act referred to. Five years' post-qualification experience as an Artisan. Valid driver's license. N3 Certificate. Grade 12. Must be able/willing to perform standby and after hour duties. Recommendations: Previous experience in health environment.

DUTIES: To perform and/or supervise technical design, production, operation and maintenance services. Supervise and monitor the completion of job requests. Supervise and mentor subordinates: maintenance personnel and maintenance of the garden and maintenance and support to local and surrounding clinics. Perform administrative functions: ordering of maintenance material. Keep statistics in connection with maintenance. Manage maintenance cost centre. Attend meetings, submit monthly reports, (NCS, Risks a.o).

ENQUIRIES: P Botha Tel No: (051) 6731211
APPLICATIONS: The Chief Executive Officer, Embekweni Hospital, Private Bag X 5, Zastron, 9958
FOR ATTENTION: Me P Botha

POST 49/111: ARTISAN FOREMAN REF NO: H/A/104

SALARY: R286 500 per annum (OSD)
CENTRE: Senorita Ntlabathi Hospital, Ladybrand

DUTIES: To perform and/or supervise technical design, production, operation and maintenance services (physical repair and maintenance of medical and operational equipment) Supervise and monitor the completion of job requests. (H24). Perform administrative functions. Attend to job requests in respect of Supervise and mentor subordinates. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES: Me P R Phuroe Tel No: (051) 823 2014
APPLICATIONS: The Chief Executive Officer, Senorita Ntlabathi Hospital, Private Bag X9, Ladybrand, 9745
FOR ATTENTION: Me P R Phuroe

POST 49/112: ARTISAN FOREMAN GRADE A REF NO: H/A/38

SALARY: R286 500 per annum (OSD)
CENTRE: JD Newberry District Hospital, Clocolan

DUTIES: To render technical design, operation and maintenance service. Maintain repairs, service and quality assure equipment and/or facilities for technical faults according to schedules, standard and against specification. Perform administrative related functions. Adhere to safe working practices. Supervision of subordinates.

ENQUIRIES: Mr. OT Kopane (Head of Institution) Tel No: 051 943 0433
APPLICATIONS: MR. Chief Executive Officer, J D Newberry Hospital, Private bag X07, Clocolan, 9735 or hand delivered at JD Newberry District Hospital, Clocolan
FOR ATTENTION: OT Kopane

POST 49/113: ARTISAN: GRADE A – GRADE C: REF NO: H/A/39

SALARY: R179 523 – R246 870 per annum (OSD)
CENTRE: Phumelela District Hospital

DUTIES: Develop and maintain a maintenance plan for building and equipment for the institution. Manage all maintenance contracts and project. Represent institution on all engineering related meetings as well as strategic planning institution. Provide specialist advice and support to the institution and surrounding institution. Supervision of Resource and ensure compliance to Health and Safety Act.

ENQUIRIES: Mr. BJ Moloi Tel No: 053 913 1044
APPLICATIONS: Chief Executive Officer, Phumelela District Hospital Private Bag X6, Vrede 9835 or hand delivered at Phumelela District Hospital, Vrede
FOR ATTENTION: Mr. BJ Moloi

POST 49/114: PHARMACIST ASSISTANT: POST BASIC: GRADE 1 – 3 REF NO: H/P/105

SALARY: Grade 1: R196 218 per annum
Grade 2: R227 721 per annum
Grade 3: R246 768 per annum OSD
CENTRE: Lejweleputswa Health District
REQUIREMENTS: Registration with the SAPC as Pharmacist Assistant (Post-Basic). Experience: Grade 1: None after registration with the SAPC as Pharmacist’s Assistant (Post-Basic, Grade 2: A minimum of 5 years’ appropriate experience as Pharmacist Assistant after registration, Grade 3: A minimum of 13 years’ appropriate experience as Pharmacist Assistant. Recommendations: Successful candidate must be willing to render services to nearby clinics when need Arises.

DUTIES: Assist with the delivery of a good pharmaceutical service to patients. The provision of information to individuals in order to promote health. Assist with the compounding, manipulation, preparation and manufacturing of non-sterile and sterile medicine or scheduled substances according to formulas and SOP’s approved by the responsible pharmacist. Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labeling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by the pharmacist. Provision of instructions regarding the correct use of medicine supplied (not counselling). Issuing of pharmaceutical products (ward stock, clinics, old age homes etc.) Pre packing or re-packing of medicines.

ENQUIRIES: Me P Molepo, Tel No: (057) 9103269
APPLICATIONS: The District Manager, Lejweleputswa District, Private Bag X 15, Welkom, 9460
FOR ATTENTION: Me L Bester

POST 49/115: PHARMACIST ASSISTANT: POST BASIC: GRADE 1-3 REF NO: H/P/112

SALARY: Grade 1: R196 218 per annum
Grade 2: R227 721 per annum OSD

CENTRE: Thebe Hospital, Harrismith

REQUIREMENTS: Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: Experience: None after registration with the SAPC as Pharmacist’s Assistant (Post-Basic). Grade 2: Experience: A minimum of 5 years’ appropriate experience as Pharmacist Assistant after registration with the SAPC as a Pharmacist Assistant (Post-Basic). Recommendations: None.

DUTIES: Assist with the delivery of good pharmaceutical services to patients: Written and updated protocols and standard operating procedures must be available that clearly describe the responsibility of the pharmacist assistant and the pharmacist under whose indirect supervision the pharmacist assistant performs the acts and provides the service. The pharmacist under whose indirect supervision the pharmacist assistant work must visit the clinic at least once a month. This visit must be documented. The provision of information to individuals in order to promote health Assist with the compounding, manipulation, preparation and manufacturing of non-sterile and sterile medicine or scheduled substances according to formulas and SOP's approved by the responsible pharmacist Reading and preparation of prescriptions, the selection, manipulation or compounding of the medicine, the labeling and supply of the medicine in an appropriate container under the indirect personal supervision a pharmacist. Provision of instructions regarding the correct use of medicine supplied (not counselling) Issuing of pharmaceutical products Assist with the control of pharmacy stock (Schedule 0-6 medicines) Assist with the control of pharmacy stock (Schedule 0-6 medicines): Checking and cleaning of shelves & stock, monitoring of temperature, maintenance of pharmacy hygiene, checking of expired stock & stock levels, stock taking. Assist with the ordering of medicine and scheduled substances up to schedule 6 according to an instruction of a person authorized in terms of the Medicines Act to purchase and obtain such medicine. Receiving and unpacking of received stock. Other pharmacy related tasks: Statistics, records, registers, stock cards, customer care, answering of phones. Report deficiencies in the department: Keep all storage areas locked. Report broken items. Report lost items to supervisor.

ENQUIRIES: Me C I Theron, Tel No: (058) 624 1832
APPLICATIONS FOR ATTENTION: The Chief Executive Officer, Thebe Hospital, Private Bag X 871, Harrismith, 9880
Mr F C Moloi)
OTHER POSTS

POST 49/116: HEAD OF CLINICAL UNIT (DENTAL) GRADE 1 REF NO: HCU/MOHC/01/11/18

Directorate: Prosthodontics

SALARY: R1 643 352 per annum (all-inclusive remuneration)

CENTRE: Medunsa Oral Health Centre

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Prosthodontics. Registration with the HPCSA as a Dental Specialist in Prosthodontics. A minimum of three years appropriate experience as a Prosthodontic Specialist after registration with the HPCSA or similarly recognized statutory registration authority, with preference given to those with more years of clinical experience that includes academic management and postgraduate dental education and research supervision must have appropriate clinical skills with special focus on Maxillofacial Prosthodontics; Implantology; contemporary Prosthodontics, amongst others. Appropriate experience in supervision and training of staff and students at both under and postgraduate levels. Previous experience utilizing educational and simulation technology is expected. Proven ability to conduct and supervise research activities. Published research record. Good communication as well as analytical and problem-solving skills. Interventional management skills. Ability to work under pressure. The successful candidate will be required to sign a performance agreement.

DUTIES: Will be responsible to coordinate courses in the undergraduate and postgraduate sections for the Prosthodontic module as directed by HoD. Participate in patient care. Implementation, monitoring and evaluation of academic dental services on the SMU / MOHC Teaching platform. Quality Assurance of clinical governance and teaching, learning and associated assessment. Supervision and administrative role with regards to teaching, training, assessment and education of under and postgraduate students. Active participation in Prosthodontic research and supervising on-going research. Contribute to and participate in training of other healthcare workers where requested to do so. Promote and stimulate continuing professional development in the Department of Prosthodontics and among practicing oral health professionals in South Africa. Participate in any other duties as may be determines by the supervisor. Deputise for the HoD as when required.

ENQUIRIES: Dr PD Moipolai Tel No: (012) 521 4817/3349

APPLICATIONS: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION: Ms EM Shibambo

NOTE: Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA.

CLOSING DATE: 21 December 2018

POST 49/117: DENTAL SPECIALIST

Directorate: Prosthodontics

SALARY: Grade 1: R1 051 368 per annum (all-inclusive remuneration) Ref No: DENSPEC/02/11/18
Grade 2: R1 202 112 per annum (all-inclusive remuneration) Ref No: DENSPEC/03/11/18
Grade 3: R1 395 105 per annum (all-inclusive remuneration) Ref No: DENSPEC/04/11/18

CENTRE: Medunsa Oral Health Centre

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Prosthodontics.
Registration with the HPCSA as a Dental Specialist in Prosthodontics. Appropriate experience as a Prosthodontic Specialist after registration with the HPCSA as a Dental Specialist in Prosthodontics. Keen/Proven ability to conduct and potential to supervise research activities. Adequate administrative skills. Good communication as well as analytical and problem-solving skills. Appropriate experience in supervision and training of staff and students at under- and postgraduate levels. Computer literacy. Positive and supportive attitude towards embracing diversity.

**DUTIES**

Implementation, monitoring and evaluation of academic dental services of the Oral Health Teaching platform. Quality Assurance of clinical governance and teaching and learning. Operational, educational and clinical research. Supervisory and administrative role with regards to teaching and training of post- and undergraduate students. Compliance with audit and asset management requirements in the University and Oral Health Services. Render general and specialist Prosthodontic dental services at MOHC and SMU Oral Health Teaching platform. Participate in any other activities as directed by the Head of department. The successful candidate will be required to perform overtime.

**ENQUIRIES**

Dr PD Moipolai Tel No: (012) 5214817/ 3349

**APPLICATIONS**

Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

**FOR ATTENTION**

Ms EM Shibambo

**NOTE**

Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA.

**CLOSING DATE**

21 December 2018

**POST 49/118**

MEDICAL SPECIALIST GRADE 1

Directorate: Anaesthesiology

**SALARY**

R1 051 368 per annum (All-inclusive package)

**CENTRE**

Rahima Moosa Mother and Child Hospital

**REQUIREMENTS**

Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration. No experience required after registration with the HPCSA as Medical Specialist in a normal specialty.

**DUTIES**

Ensure effective and efficient anaesthesiology service delivery. Co-ordinate and supervise clinical care and treatment. Interact with Nursing and Admin departments in order to ensure effective running of operating theatres. Provide guidance on academic development of Registrars and Medical Officers. Assess and develop junior staff. Uphold the teaching, research and service values of the University of the Witwatersrand Department of Anaesthesiology. Provide administrative support to the head of the unit.

**ENQUIRIES**

Dr. T. Kleyenstuber Tel No: (011) 470-9303

**APPLICATIONS**

Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor. Correspondence will be limited to shortlisted candidates.

**NOTE**

Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached.

**CLOSING DATE**

21 December 2018
**DUTIES**: Ensure effective and efficient anesthesiology service delivery. Co-ordinate and supervise clinical care and treatment. Interact with Nursing and Admin departments in order to ensure effective running of operating theatres. Provide guidance on academic development of Registrars and Medical Officers. Assess and develop junior staff. Uphold the teaching, research and service values of the University of the Witwatersrand Department of Anesthesiology. Provide administrative support to the head of the unit.

**ENQUIRIES**: Dr. T. Kleyenstuber Tel No: (011) 470-9303

**APPLICATIONS**: Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor. Correspondence will be limited to shortlisted candidates.

**NOTE**: Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached.

**CLOSING DATE**: 21 December 2018

**POST 49/120**: REGISTRAR DENTAL REF NO: REGDENT/MOHC/05/11/18 (X2 POSTS)

**Directorate**: Periodontology and Oral Medicine

**SALARY**: R780 612 per annum (all inclusive)

**CENTRE**: Medunsa Oral Health Centre

**REQUIREMENTS**: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a dentist in the category Independent Practice. Minimum 2 years’ experience and having completed Community Service. Computer skills. Post graduate course in Anatomy, physiology and Pathology. Research experience will be an added advantage.

**DUTIES**: Register for a four (4) year MDent degree in periodontology and Oral Medicine with the Sefako Makgatho Health Sciences University. Be employed by the Gauteng Department of Health. Be expected to perform clinical training at the MOHC and any other sites accredited by the SOHS. Be responsible for teaching, service delivery and research. Take part in commuted overtime duties as directed by the SOHS. Participate in any other activities as directed by the Head of Department.

**ENQUIRIES**: Prof Feller Tel No: (012) 521 4835

**APPLICATIONS**: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

**FOR ATTENTION**: Ms EM Shibambo

**NOTE**: Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA.

**CLOSING DATE**: 21 December 2018

**POST 49/121**: MEDICAL OFFICER REF NO: MED 14/2018 (X6 POSTS)

**Directorate**: Medical

**SALARY**: R780 612 per annum (all inclusive package)

**CENTRE**: Kopanong Hospital

**REQUIREMENTS**: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. One must be registered and have proof of the current registration with the HPCSA. Grade 1: No experience. Grade 2: A minimum of 5 years appropriate experience as Medical Officer with the HPCSA is required. Grade 3: A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA is required.

**DUTIES**: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Supervise junior doctors (interns and community service doctors). Attend relevant administrative meetings like mortality, near miss and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients.
Ensure that administration and record keeping is done in the department. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients.

ENQUIRIES
DR P Mabena Tel No: (016) 428 7160

APPLICATIONS
must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE
Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE
21 December 2018

POST 49/122
ASSISTANT MANAGER – SPECIALTY – HAST PROGRAM REF NO: 17/2018
Directorate: Nursing

SALARY
R697 011 – R821 052 per annum (plus benefits)

CENTRE
Kopanong Hospital

REQUIREMENTS
A Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife plus a qualification in Clinical Nursing Science, Health assessment, Treatment and care. A minimum of ten years appropriate experience as a nurse after registration with SANC and six years as a Clinical Nurse. Three years of the period referred above must be appropriate / recognizable experience in management level. Able to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A strategist who is client focused. Skills: good communication skill, leadership, problem solving, report writing and information management.

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 and maintain constructive working relationships with nursing and other stakeholders. 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. Demonstrate knowledge and understanding on National Core Standards and in reporting and monitoring of indicators. Candidate must have an in-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice 2012/13 – 2016/17.

ENQUIRIES
MS M.E. Polo Tel No: (016) 428 7130

APPLICATIONS
must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE
Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE
21 December 2018

POST 49/123
DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DDHRM/TMRH/02/11/18
Directorate: Human Resource Management
This is a re-advertisement- All people who applied before are encouraged to re-apply again

SALARY
R697 011 – R821 052 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs)

CENTRE
Thelle Mogoerane Regional Hospital

REQUIREMENTS
An appropriate 3-year bachelor’s degree/National diploma in Human Resources Management/ Development or Public Management, with at least 10 years’ relevant experience in the Human Resource field of which at least 5 years must be at Assistant Director/Middle Management level. A relevant post graduate qualification will be an added advantage. The applicants must have proven
managerial/supervisory experience in Human Resource Management. A demonstrated ability to provide leadership in HR practices and Administration. The ability to develop, monitor and evaluate HR policies and procedures. The ability to interpret and analyse HR data and extensive computer literacy (MS office). Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: knowledge of PERSAL system. Knowledge of the Public Service Act, the Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Basic Condition of Employment Act, Public Finance Management Act and other HR legislation and prescripts (including PSCBC and other relevant bargaining council resolutions). Competencies Required: strategic capability and leadership, people management and Empowerment, Programme and Project Management, financial management, change management, Knowledge Management, Service Delivery innovation, Problem solving and analysis, Client Orientation and Customer focus and Communication.

**DUTIES**

Implement Human Resources policies and strategies and ensure the alignment of the organizational structure to the hospital strategic plan. Develop Standard Operating Procedures in areas of responsibility. Manage human resources information and knowledge. Monitor and evaluate the implementation of human resources strategies. Render efficient human resources administration services including the departmental performance management and development system (PMDS). Manage appointments, transfers, and terminations on the personnel and salary (PERSAL) system. Manage the compensation and conditions of services of staff members. Manage human resources personnel records. Coordinate the development of the institutional Human Resources plan in line with the allocated budget. Manage salary administration and remuneration. Monitor and evaluate the quality of information captured on PERSAL and other HRM database. Authorize manual and electronic transactions and verify source documents. Maintenance of post establishment on HRM database. Attend to Auditor-General (AG) findings, National Core Standards, HR risk management, and compile action plan reports.

**ENQUIRIES**

Dr. M.M. Malaka Tel No: (010) 345 0971 ext. 0006

**APPLICATIONS**

Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor HR Department (place your application on the recruitment cabinets) and sign in register book or post to Private Bag X01 Alrode 1451.

**NOTE**

Application must be submitted on a Z83 form, obtainable from any Public service Department or on the Internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents) with a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month, please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following (Security clearance (Vetting), Criminal clearance, citizenship, credit records,), Verification of Education qualification by SAQA, Verification of previous employers and verification form the Company Intellectual Property Commission (CIPC) The institution reserves the right not to fill the post.

**CLOSING DATE**

21 December 2018

**POST 49/124**

DEPUTY DIRECTOR: HUMAN RESOURCES REF NO: SEB/HR/01

Directorate: Human Resource

**SALARY**

R697 011 – R821 052 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs)

**CENTRE**

Sebokeng Hospital

**REQUIREMENTS**

National Diploma / Degree in Human Resources, 10 years’ experience in HR and at least 5 years’ experience in Human Resources as an Assistant Director HR. Computer literacy (MS Word, MS Excel and PowerPoint). Knowledge of and experience in the Persal System. Knowledge of the Public Service Act, Finance Management Act and other legislative prescripts that govern Human Resource
Management. Knowledge of the Human Resource administration process. Ability to communicate well with people at different levels and from different backgrounds. Must be driven, customer – focused individual with excellent planning, organizing (verbal and written), good interpersonal relations and presentation skills. Ability to interact at strategic level and implement turn – around strategies. Proven project management skills. Supervisory, planning and organizing skills. Must be able to work under pressure.

**DUTIES**

Manage and render effective personnel administration, salary administration and leave administration. Manage all conditions of service practices. Give guidance, manage and monitor safekeeping and recordkeeping of personal information and ensure compliance with Human Resource legislative framework and prescripts. Manage and oversee the smooth running and functioning of the Conditions of Service Unit. Ensure that the units’ monthly and quarterly reports are compiled and presented. Participate in management committees and meetings. Give advice on procedural policy matters to line managers and end users. Manage and supervise staff and activities within the department. Train and motivate staff. Administer discipline and implement grievance procedures. Direct and manage performance to meet Batho Pele standards for customer in all areas within the hospital. Review performance of team players and attend to audit queries. Report on sectional activities and collate statistics for management analysis. Comply with Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**

Mrs. M.A Madolo Tel No: 016 930 3300

**APPLICATIONS**

Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

**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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

**CLOSING DATE**

21 December 2018

**POST 49/125**

**ASSISTANT MANAGER NURSING PN B-4 (SPECIALTY)**

Directorate: Nursing Services

**SALARY**

R581 826 per annum (Plus benefits)

**CENTRE**

Rahima Moosa Mother and Child Hospital

**REQUIREMENTS**

Diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A post basic qualification in Paediatrics. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care.
Computer skills in basic programmes. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.

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

**ENQUIRIES**

Matron R Luphai Tel No: (011) 470-9033

**APPLICATIONS**

Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.

**NOTE**

Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.

**CLOSING DATE**

21 December 2018

**POST 49/126**

**ASSISTANT MANAGER NURSING PN B-4 (SPECIALTY)**

Directorate: Nursing Services

**SALARY**

R581 826 per annum (Plus benefits)

**CENTRE**

Rahima Moosa Mother and Child Hospital

**REQUIREMENTS**

Diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A post basic qualification in Pediatrics. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.

**DUTIES**

Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES**

Matron R Luphai Tel No: (011) 470-9033

**APPLICATIONS**

Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.

**NOTE**

Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.

**CLOSING DATE**

21 December 2018

**POST 49/127**

**OPERATIONAL MANAGER NURSING TRAUMA & EMERGENCY SPECIALTY (PN B3) REF NO: OPSMAN/TPTH/0100/11/18**

Directorate: Nursing

**SALARY**

R532 449 per annum (plus benefits)

**CENTRE**

Tembisa Provincial Tertiary Hospital
**REQUIREMENTS**

Basic R 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 9 years. Appropriate / recognizable experience in nursing after the resignation as a Professional nurse with SANC in general nursing with at least 5 years of the period referred to above must be appropriate / recognizable experience in the specific Specialty after obtaining the 1-year post basic qualification in relevant specialty Trauma and emergency nursing science. A post basic nursing qualification, with a duration of At least, 1 year accredited with SANC in trauma and emergency nursing science.

**DUTIES**

Demonstrate effective communication with patients, supervisors and other health Professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating Proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contracts, build and maintain a network of professional Relations in order to enhance service delivery and demonstrative basic computer literacy as a support tool to enhance service delivery. Be informed with labour act practices– manage and monitor proper utilization of human financial and physical Resources. Provision of effective support to nursing.

**ENQUIRIES**

Mr W.N Mothwane Tel No: (011) 923 – 2053

**APPLICATIONS**

Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. NamaneOlifantsfontein 1665.

**NOTE**

The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

**CLOSING DATE**

21 December 2018

**POST 49/128**

OPERATIONAL MANAGER NURSING: (SPECIALTY UNIT) LABOUR WARD ADMISSION (PN – B3) REF NO: OPSMAN/0200/TPTH/11/18

Directorate: Nursing

**SALARY**

R532 449 per annum (plus benefits)

**CENTRE**

Tembisa Provincial Tertiary Hospital

**REQUIREMENTS**

Basic R 425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after the resignation as a Professional nurse with SANC in general nursing with at least 5 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1-year post basic qualification in relevant specialty in Advanced midwifery. A post basic nursing qualification, with a duration of At least, 1 year accredited with SANC in Advanced midwifery. Financial management Skills, human resource management skills, leadership and organizational skills, decision making and problem-solving skills and sound knowledge of public service policies and code of conduct. Computer literacy and rivers licence will be added as an advantage. Recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty, appropriate/recognizable experience at management level.

**DUTIES**

Demonstrate effective communication with patients, supervisors and other health Professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and
facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contracts, build and maintain a network of professional relation in order to enhance service delivery and demonstrate basic computer literacy as a support tool to enhance service delivery. Be informed with labour act practices—manage and monitor proper utilization of human financial and physical resources. Provision of effective support to nursing.

ENQUIRIES: Mr. W.N. Mothwane Tel No: (011) 923 – 2053

APPLICATIONS: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private Bag X07, Oliifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. NamaneOliifantsfontein 1665.

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

CLOSING DATE: 21 December 2018

POST 49/129: ASSISTANT MANAGER (GENERAL) REF NO: SEB/NURSE/01

Directorate: Nursing

SALARY: R532 499 per annum (plus benefits)

CENTRE: Sebokeng Hospital

REQUIREMENTS: Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional nurse, with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. (Less one year from experience for candidates appointed from outside the Public Service after complying with registration requirements). Competency/Skills: Supervisory, problem solving; conflict resolution and interpersonal skills. Good leadership and communication skills Computer literacy. Knowledge of nursing legislation and related legal and ethical; nursing practices and framework. Labour relations legislation and relevant Public-Sector policies and protocols. Human resources and financial management Knowledge of nursing legislation and relevant legal and ethical; nursing practices and framework. Labour relation and relevant public-sector policies. Ability to plan, organize, lead and co-ordinate quality health services in the unit. Demonstrate basic understanding of Human Resources, disciplinary procedures as well as financial management policies, guidelines and practices.

DUTIES: Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations related to nursing care. Provide effective support and management of human, material and financial resources. Manage staff performance, training and personal development of self and subordinates including management of under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties as scheduled. Prepared to do shifts.

ENQUIRIES: Mr. SJK Sejeng Tel No: (016) 930 3302

APPLICATIONS: Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

NOTE: Applications must be submitted on form Z83 obtainable form any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been
contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

**CLOSING DATE**: 21 December 2018

**POST 49/130**: OPERATIONAL MANAGER NURSING (SPECIALTY UNIT) PNB3 (PAEDS ICU)

**REF NO**: PSMAN/TPTH/0300/11/18

Directorate: Nursing

**SALARY**: R532 449 per annum

**CENTRE**: Tembisa Provincial Tertiary Hospital

**REQUIREMENTS**: Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma / Degree in nursing) or equivalent that allows registration with SANC as a Professional Nurse, Plus a Post – Basic Nursing Qualification (Child Nursing Science Specialty) with duration of at least 1 year, Accredited with SANC in one of the specialties referred to in the glossary terms, A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, At least 5 years of the period referred to above must be appropriate / recognizable experience and the 1 year post basic (Child Nursing Science) qualification in Paeds.

**DUTIES**: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. 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 teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and Monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self-development. Be informed with Labour Act Practices.

**ENQUIRIES**: Mr W.N Mothwane Tel No: (011) 923 – 2053

**APPLICATIONS**: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag X07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665.

**CLOSING DATE**: 21 December 2018

**POST 49/131**: OPERATIONAL MANAGER (GENERAL NURSING) REF NO: SEB/OM/02 (X2 POSTS)

Directorate: Nursing

**SALARY**: R420 318 per annum (plus benefits)

**CENTRE**: Sebokeng Hospital

**REQUIREMENTS**: Basic R425 qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (Knowledge/Skills): Principles of management: Supervisory, problem solving, conflict resolution and interpersonal skills; Leadership, communication skills and computer literacy. Knowledge of nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant Public-Sector policies and protocols. Human resources and financial management. Knowledge of UPFS billing forms, NCS, HIS performance indicators related to Renal.

**DUTIES**: Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations pertaining to nursing care. Provide effective support and management of human, material and financial resources. Manage staff performance, training and personal development of self
and subordinates including management of under-performance and grievance. Collect, provide and use relevant information/statistics for the enhancement of service delivery. Execute after hours and week-end duties. Deputize for Assistant Manager Nursing.

ENQUIRIES
Mr SJK Sejeng Tel No: (016) 930 3302

APPLICATIONS
Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

NOTE
Applications on form Z 83; CV; certified copies of ID; qualifications and registration certificates of relevant council (SANC) proof of current registration and relevant service certificates. Service certificates should have the company name; job title; specialty area; locum or permanent position; (if locum state how many hours per week) start and end date (ymmd) name of contact person(s) and contact details and company/institution date stamp with signature. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

CLOSING DATE
21 December 2018

POST 49/132
CHIEF PHYSIOTHERAPIST REF NO: SEB/PHYS/01
Directorate: Physio Department

SALARY
R440 982 per annum (All-inclusive package)

CENTRE
Sebokeng Hospital

REQUIREMENTS
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Current proof of registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist must be attached. A minimum of 3 years appropriate experience as a Physiotherapist after registration with the HPCSA as a Physiotherapist. Appropriate, extensive clinical experience as a Physiotherapist in a regional hospital setting with appropriate experience in Pediatric, Orthopedic, Spinal, OPD, Cardiopulmonary and Intensive Care. Appropriate managerial experience. Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Good problem solving, conflict resolution, interpersonal, communication, leadership, administrative and organizational skills.

DUTIES
Conceptualize, promote, manage and develop Physiotherapy services in the hospital. Assist in the management, policy formation, strategic planning process of unit and Physiotherapy Department, and deputize for the head of Department as required. Supervise and develop personnel in the team, including mentoring physiotherapist at a more junior level and undertaking quarterly evaluations for staff. Manage physical and human resources in the unit and co-ordinate all administrative activities regarding the patients in the unit. Supervise, train and co-ordinate student placements; undertake and participate in appropriate research and investigations in area of work. See Physiotherapy patients and attend management meetings and report back to staff appropriately.

ENQUIRIES
Mrs Madolo MA Tel No: (016 930 3300)

APPLICATIONS
Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

CLOSING DATE
21 December 2018
POST 49/133 : OPERATIONAL MANAGER (GENERAL STREAM) REF NO: TDH03/2018 (X2 POSTS)
Directorate: Nursing

SALARY : R420 318 – R473 067
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 0001 or Candidates should apply directly to the Hospital in HR Department.
CLOSING DATE : 21 December 2018

POST 49/134 : PROFESSIONAL NURSE (SPECIALTY NURSING) TRAUMA; CRITICAL CARE REF NO: SEB/PN/02 (X2 POSTS)
Directorate: Nursing

SALARY : R362 559 per annum (plus benefits)
CENTRE : Sebokeng Hospital

REQUIREMENTS : 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 and Midwife. A post-basic nursing qualification with duration of at least one year, accredited with SANC in Trauma and Emergency Critical Care. A minimum of four years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with SANC – as Professional Nurse and Midwife. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Provision of quality clinical nursing care in area of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.

ENQUIRIES : Mr. SJK Sejeng Tel No: (016) 930 3302
APPLICATIONS : Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

NOTE : Applications must be submitted on form Z83 obtainable form any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been
contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

CLOSING DATE : 21 December 2018

POST 49/135 : PROFESSIONAL NURSE: PHC (SPECIALTY NURSING) GRADE 1 REF NO: SEB/HAST/PHC/01
Directorate: HAST Programme

SALARY : R362 559 - R420 318
CENTRE : Sebokeng Hospital
REQUIREMENTS : Grade 12 Certificate. Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No. R48 in the relevant Specialty (Primary Health Care) Minimum experience of 1 – 2 years working in a PHC Clinic. Possession of NIMART certification will be an advantage.

ENQUIRIES : Mrs. M.C. Zwane Tel No: 016 930 3353
APPLICATIONS : Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

CLOSING DATE : 21 December 2018

POST 49/136 : MONITORING AND EVALUATION AUDITOR REF NO: MONEVA/TPTH/0400/11/18

SALARY : R356 289 per annum (plus benefits)
CENTRE : Tembisa Provincial Tertiary Hospital
REQUIREMENTS : Minimum of Grade12 with a National Diploma/Degree in any of the following; monitoring and Evaluation/auditing/Risk Management/Quality Assurance or information (Statistics) A minimum of 3 years relevant experience working in Monitoring and Evaluation or Health Information Management (DHIS) will be an added advantage. Exposure to auditing service and reporting, including data/information gathering, processing and data analysis is a must. Competencies: Strong interpersonal and communication skills with good knowledge in computer packages (Ms Word, Excel, MS PowerPoint and Access) and Batho-Pele Principles. Proficiency in English and other official languages.

DUTIES : Administration of audit process in the M&E unit within the hospital environment. Ensuring that the audits are conducted as planned and as merited by urgency of the situation as per the mandate of the supervisor. Write reports of the outcome of the audit taken. Work with departments and unit to correct discrepancies emanating from audits conducted. Ensure the gathering and collection of quality data for compilation of M & E auditing reports. Regular follow-up on non-submission of M & E and Information data. Manage own work and identify own developmental needs. Perform duties and functions assigned or delegated M & E manager and senior management. Collate and coordinate Daily Weekly Operating Reports (DWORs) to inform clinical intervention and planning. Update all the DWOR information within the Hospital and ensure that all challenges encountered are escalated accordingly. Communicate with the staff in the directorate assigned to you and insure the delivery of the Hospital strategy and operational plan. Perform regular follow-ups to directorates for gathering evidence of performance.
Ensure a pleasant working environment through maintaining positive attitude at all times. Execute the implementation of the unit’s operational plan. Provide monthly M&E report including ad-hoc reporting.

**ENQUIRIES**
Dr. E. Sampier Tel No: 011 923 2311/2053/ 2060

**APPLICATIONS**
Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private bag x07, Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J. Namane Olifantsfontein 1665.

**NOTE**
The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attach your CV, certified copies of your identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

**CLOSING DATE**
21 December 2018

**POST 49/137**
MIDDLE MANAGER: SUPPLY CHAIN (ASSISTANT DIRECTOR) REF NO: ASDSCCM/CMJAH/0001/11/18
Directorate: Supply Chain Management

**SALARY**
R356 289 per annum (plus benefits)

**CENTRE**
Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**
A relevant three-year Bachelor’s degree/National Diploma qualification with experience between 5 and 10 years in Supply Chain Management, of which three years must be at supervisory level. Knowledge of the public-sector procurement processes, rules and regulations with emphasis on GDH: SCM policy as well as SCM delegations. Understanding of PFMA, Treasury Regulations, preferential policy framework Act and other Supply Chain Management related prescripts. Good presentation and communication skills. Interpersonal relations, time management, office management and administration skills. Knowledge of the SAP / SRM and transversal systems will be added advantage. Good computer literacy in Microsoft Office suite, Excel, PowerPoint including accounting system. Ability to work under pressure and deliver to tight deadlines. A valid driver’s license will be added advantage.

**DUTIES**
Coordinate (synergise) demand planning, Acquisition and logistics processes. Coordinate the review and sourcing of quotations from database according to the threshold values determined by the National Treasury and other applicable prescripts. Ensure compliance, coordinate and quality control all required administrative reports. Supervise employees to ensure an effective demand planning and acquisition management service and undertake all administrative functions required regarding financial and HR administration.

**ENQUIRIES**
Mr S. Mokgoko Tel No: 011 488 4847

**APPLICATIONS**
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.

**NOTE**
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE**
21 December 2018

**POST 49/138**
OCCUPATIONAL THERAPIST GRADE 1
Directorate: Occupational Therapy

**SALARY**
R300 828 per annum (Plus benefits)

**CENTRE**
Rahima Moosa Mother and Child Hospital

**REQUIREMENTS**
Four (4-year degree in Occupational Therapy and current registration with HPCSA. Proof of current registration with HPCSA. Must have completed Community Service. Ability to work in a multi-disciplinary team environment. Able to handle

ENQUIRIES: Mrs. S. Mbandla. Tel No: (011) 470-9074/ 9075
APPLICATIONS: Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.
NOTE: Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.
CLOSING DATE: 21 December 2018

POST 49/139: DIAGNOSTIC RADIOGRAPHER GRADE 1
Directorate: Radiography

SALARY: R300 828 per annum (Plus benefits)
CENTRE: Rahima Moosa Mother and Child Hospital
REQUIREMENTS: National Radiographic Diploma / Degree. Registration with HPCSA as Diagnostic Radiographer. Proof of current registration with HPCSA. Must have completed Community Service as a Diagnostic Radiographer. In respect to foreign radiographers, one-year relevant experience after registration with HPCSA must be completed.
DUTIES: Must be able to produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Must be willing and able to work weekends, night duty and standby as required. Must be able to work independently, without supervision. Must be able to cover a 24 hours duty roster. Must have good interpersonal and communication skills. Thorough knowledge of radiation protection, quality assurance and equipment. Must have knowledge of Supply, Provision and maintenance. Participation in Continuous Professional Development of self as well as subordinates.
APPLICATIONS: Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.
NOTE: Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.
CLOSING DATE: 21 December 2018

POST 49/140: DIAGNOSTIC RADIOGRAPHER
Directorate: Radiology

SALARY: R300 828 - R342 357 per annum (plus benefits)
CENTRE: Sebokeng Hospital
REQUIREMENTS: National Diploma or Degree in Diagnostic Radiographer, Registered with the HPCSA as a Diagnostic Radiographer. Basic Computer skills will be an added advantage. Knowledge of Labour Relations Legislation. Knowledge of Quality Control and Radiation. Control Legislations and Quality Assurance. Experience of A minimum 1-3years’ as a Qualified Radiographer. Proof of original as well as current registration with the HPCSA as an independent Radiographer. (Excluding community service) knowledge of public service legislation, policies and
procedures. Good writing, communication, planning and organizational skills. Ability to work in multidisciplinary team.

**DUTIES**: Perform a diagnostic radiographer services which includes: General, Screening, CT scanner, Mobiles and Theater work. Deliver Radiology images of diagnostic quality. Perform duties as a general Radiographer during the week, weekends, public holidays as well as night duties (after hour shifts) Will be responsible for operation diagnostic Radiography Equipment to ensure Diagnostic imaging of the highest standard and maintain highest quality and patient care. Must be focused, good interpersonal skills with patients, colleagues, referring physicians and radiologists. Compliance with Continuing Professions Development (CPD) programs as required HPCSA.

**ENQUIRIES**: Mrs. A. Arie Tel No: (016) 930 3039/6)

**APPLICATIONS**: Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

**NOTE**: Applications must be submitted on form Z83 obtainable form any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

**CLOSING DATE**: 21 December 2018

**POST 49/141**: **DIETICIAN GRADE 1**
Directorate: Dietetics

**SALARY**: R300 828 per annum (Plus benefits)

**CENTRE**: Rahima Moosa Mother and Child Hospital

**REQUIREMENTS**: Grade 12 and a BSc degree in Dietetics and registration as an independent practitioner. Registration with HPCSA as a Dietician. Good written and verbal communication skills.

**DUTIES**: Implement anthropometric and other measurements of patients. Provide dietetic advice and plan nutritional care for individual or group of patients to meet specific nutritional requirements. Implementation of nutritional plans. Evaluate the effects of nutrition care intervention on patients and determine the efficiency of nutritional care plans and adapt if necessary. Provision of evidence-based nutrition education for patients to implement nutrition principles. Monitor patient compliance and give appropriate counselling. Improve professional competence by regular self-evaluation and application of current research information to optimize care. Attend scheduled ward rounds and meetings. Refer patients to appropriate level of care. Communication with relevant stakeholders. Implement quality assurance measures to improve patient care. Auditing of standards and implementation of corrective measures. Apply Batho Pele principles. Work in a multi-disciplinary team. Give training and advice to other occupational classes. Participate and facilitate continuous professional development. Provide in-service training to relevant stakeholders. Implement National and Provincial strategies and policies and assist with compiling and implementation of operational plans. Perform all administrative functions required of the job.

**ENQUIRIES**: Mrs. I. Delport Tel No: (011) 470-9241

**APPLICATIONS**: Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoorn Street, Coronationville, 2092 or Private Bag X20, Newclare, 2112 or the Human Resource Office, Administration Building, 1st Floor.

**NOTE**: Applications to be submitted on a Z83 form with a CV, certified copies of ID, SANC registration and qualifications attached. Correspondence will be limited to shortlisted candidates.

**CLOSING DATE**: 21 December 2018
POST 49/142 : SOCIAL WORKER
Directorate: Social Services

SALARY : 
Grade 1: R242 553 per annum (plus benefits) Ref No: 2018/01/01
Grade 2: R298 299 per annum (plus benefits) Ref No: 2018/01/02
Grade 3: R636 507 per annum (plus benefits) Ref No: 2018/01/03

CENTRE : Cullinan Care and Rehabilitation Centre

REQUIREMENTS : Registration with South African Council for Social Professional (SACSSP) as Social Worker. 0-2 years’ experience. Tertiary qualification in Social Work. Valid driver’s license. Experience in working in community-based Rehabilitation setting and have sound knowledge of Mental Health Care Act and other Social work-related legislation. Good communication, interpersonal, problem solving and organizational setting. Knowledge of relevant policies, protocols and guidelines. Must be proactive, innovative and independent. Team leader. Excellent time management. Self-motivated and goal orientated. analytical and solution orientated. Ability to effectively communicate to technical and no-technical personnel at various levels in the organization.

DUTIES : Render Social Work services in the Centre that complies with the norms and standards as indicated by Health policies. Provide community based Social Work with the focus on health promotion. Complete monthly stats, reports and other administrative tasks for Social Work Services. Implement and contribute to the proper utilization of allocated financial and physical Resources. Implement quality Assurance policies and develop appropriate quality improvement plan for the Social Work unit. Comply with the staff appraisal, development, coaching and mentoring. Attend staff meetings, Social work forums and Quality Assurance meetings. Ensure adherence of government policies and protocols including National Core Standard. Batho Pele Principles and Patients right. Take part in the Gauteng Turnout strategy.

ENQUIRES : Mr. JJ Ngcobo Tel No: 012 734 7000 x 259
APPLICATIONS : Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

NOTE : Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post.

CLOSING DATE : 21 December 2018

POST 49/143 : FOOD SERVICE MANAGER REF NO: SEB/FSM/01
Directorate: Support Services

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

CENTRE : Sebokeng Hospital

REQUIREMENTS : An Appropriate Degree/Diploma in Food Service Management/ Food and Beverages/ Hospitality Management. Relevant B/Tech Degree will be an added advantage. Five to seven (5-6) years of relevant experience is recommended. Operations and basic computer literacy will be recommended. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control is required. Good interpersonal, analytical and problem-solving skills. Ability to work as a team and independently under pressure. Have effective leadership skills. Knowledge of Public Service Act and regulations, Basic conditions of Employment Act, National and Provincial Policy framework, PFMA. Good financial management knowledge, problem solving, quality survey knowledge, presentation, analytical skills and conflict management. Valid driver’s license is essential.

DUTIES : Manage food services according to Food Based Guidelines (FBG), in terms of portion control, quality control and service standard. Manage food preparation, serving of food and refreshment. Manage stock levels and conduct stock taking on a monthly basis. Key control policy should be implemented and be monitored. Ensure that equipment functions well and that compliance to occupational health and safety (OHS), Environmental Health Practices (EHP) and Infection Control (IPC) is adhered to. Apply hygienic in food service unit by ratifying that cleanliness in the unit is up to good standard. Compile performance documents (PMDS) and
conduct performance reviews of staff on a quarterly basis. Be involved in developing and implementing of SOP’s in the section. Compiling of reports and submit on monthly basis. Supervision in the section at all times.

**ENQUIRIES**: Mrs Ndoda N Tel No: (016) 9303236

**APPLICATIONS**: Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

**NOTE**: Applications must be submitted on form Z83 obtainable form any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

**CLOSING DATE**: 21 December 2018

**POST 49/144**: CLINICAL ASSOCIATE REF NO: 18/2018 (X2 POSTS)

**Directorate**: Medical

**SALARY** : R242 475 per annum (plus benefits)

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Grade 12 plus a three-year university degree in Bachelor of Clinical Medical Practice. Candidate must be registered with the HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team.

**DUTIES** : Perform patient-centered consultations across all ages in a district Hospital. Apply clinical reasoning in the assessment and management of patients. Be able to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for a district Hospital. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counseling. Integrate understanding of family, community and health system in practice.

**ENQUIRIES**: DR P Mabena Tel No: (016) 428 7160

**APPLICATIONS**: must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

**NOTE**: Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

**CLOSING DATE**: 21 December 2018

**POST 49/145**: HUMAN RESOURCE SUPERVISOR REF NO: HRMSUP/TMRH/02/11/18

**Directorate**: Human Resource

**SALARY** : R242 475 per annum (plus benefits)

**CENTRE** : Thelle Mogoerane Regional Hospital

**REQUIREMENTS** : Grade 12 with 10 years extensive experience in Human Resource Management. Sound knowledge of Persal system and functions. The applicant must have good understanding of Public Service Act, Public Service Regulations, and Basic Conditions of Employment Act. Knowledge of Microsoft Office (MS Word, MS Excel MS Power Point). Good verbal and communication skills. Must be prepared to work under pressure with tight schedules.

**DUTIES** : Management and Implementation of HR best practices, control of Recruitment and selection processes, ensuring compliance to appointment measures, Development and Implementation of the control measures with regard to the Termination of Services: Transfers, death, abscondment, retirement and resignations. Leave Management: Sick leave management, Temporary and Permanent Incapacity leave. Salary administration, Payroll administration, Injury on duty, Remuneration Work Outside the Public service (RWOPS) Responsible for the compilation of monthly HR Delegation Report, BAS PERSAL reconciliation,
manage the implementation of PMDS, contracting and quarterly reviews and prepare quarterly reports to Head Office. Ensure proper records management of the state guarantees. Supervision, training and development of subordinates.

ENQUIRIES:
Mr. K. Mabena Tel No: 011 590 0306

APPLICATIONS:
Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor HR Department (place your application on the recruitment cabinets) and sign in register book or post to Private Bag X01 A Irede 1451.

NOTE:
Application must be submitted on a Z83 form, obtainable from any Public service Department or on the Internet at www.dpsa.gov.za/documents with a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month, please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following (Security clearance (Vetting), Criminal clearance, citizenship, credit records,), Verification of Education qualification by SAQA, Verification of previous employers and verification form the Company Intellectual Property Commission (CIPC) The institution reserves the right not to fill the post.

CLOSING DATE:
21 December 2018

POST 49/146:
ADMINISTRATION OFFICER (LINEN ROOM) REF NO:
ADMOFF/CMJAH/0006/11/18
Directorate: Logistics department

SALARY:
R242 475 per annum (plus benefits)

CENTRE:
Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS:
Grade 12/Matric with more than 10 years’ relevant experience or a relevant Diploma / Degree with 0-2 years’ relevant experience. Computer Literacy; 3 to 5 years’ experience in supervisory post (Linen) in a hospital environment and Driver’s license will be an added advantage. Good communication skills, writing skills; Customer relations skills; problem solving; Be able to work shifts; Be a team player and be able to work independently; knowledge about OHS & PFMA; knowledge of handling linen; Batho Pele principles; six ministerial priorities.

DUTIES:
Supplying the hospital wards, clinics and theatres with clean linen. Ensure that staff wear PPE at all times. Monitoring Team Performance and Development of staff. Identify and Solve Problems Affecting Service delivery. Compiling leave plan, record keeping, and update leave register. Ensure maintenance of machinery and equipment. Apply Disciplinary Code and procedure; Management of leave; Compile RLS01 and RLS02. Implemented PMDS for staff. Effective Communication and Writing of Reports. Be willing to rotate within and supervise Logistics units; be willing to work shift; Take instructions from the Manager.

ENQUIRIES:
Mr M Nyembe Tel No: 011 488 3757

APPLICATIONS:
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.

NOTE:
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE:
21 December 2018

POST 49/147:
MATERIAL RECORDING CLERK (MEDICAL WORKSHOP) REF NO:
MATRECMED/0002/CMJAH/0003/11/18
Directorate: Supply Chain Management

SALARY:
R242 475 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Grade 12/Matric with more than 10 years’ experience in Supply Chain Management or Diploma/Degree in Supply Chain Management with 0 to 2 years’ experience in Supply Chain Management. Computer literacy. Knowledge of PFMA, PPPFMA, Treasury Regulation and any other related Supply Chain Management prescripts. SAP R3/SRM, MEDICOM knowledge. Good written, verbal, interpersonal communication, problem solving and numerical skills. Ability to work under pressure and deliver on tight deadlines. Understanding of expectations of clients. High level of confidentiality and professionalism. Client relationship Management. Ability to interpret and execute policies, directives and procedures.

DUTIES : Supervising medical workshop SCM support. Ensure that all TPH-48-R are receive, recorded on receiving book, transfer book and assets register book. Issuing pass out to all assets going out for repairs. Follow up on long outstanding repairs. Assist Management during audit, inspection and clearance of the web cycle. Monitoring staff attendance. Compile job description, contracting and evaluating of employee. Management of leave (vacation, sick, and family responsibility leave). Requesting one quotation on equipment ready to be repaired. Compile list of medical equipment repairs and present to MERC for approval. Attend vetting committee meetings every Thursdays. Comply with safety regulations and maintain clean and orderly work area.

ENQUIRIES : Mr.M. Mbunda Tel No: 011 488 3528/3526

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 21 December 2018

POST 49/148 : MATERIAL RECORDING CLERK (DRY DISPENSARY STORE ROOM) REF NO: MATREC/CMJAH/0004/11/18

Directorate: Supply Chain Management

SALARY : R242 475 per annum (plus benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Grade 12/Matric with more than 10 years’ experience in Supply Chain Management. Diploma/Degree in Supply Chain Management with 0 to 2 years’ experience in Supply Chain Management. Computer literacy. Knowledge of PFMA, PPPFMA, Treasury Regulation and any other related Supply Chain Management prescripts. SAP R3/SRM, PAS 1, and MEDICOM Dry dispensary item and codes knowledge. Good written, verbal, interpersonal communication, problem solving and numerical skills. Ability to work under pressure and deliver on tight deadlines. Understanding of expectations of clients. High level of confidentiality and professionalism.

DUTIES : In charge of Dry dispensary storeroom. Manage and control the flow of stock in and out the warehouse and keeping proper records. Identify damage, loss, or surplus of goods stored in the warehouse. Spot check incoming delivery in order to verify specification, description against invoices, orders, delivery note to ensure the accuracy of the orders. Contacting suppliers directly if a problem or discrepancy is found and keeping careful records. Cycle count of inventory and assist with developing actions to correct inventory problems. Storing of stock in the appropriate space ready for routing to various end user department. Trace and track stock to ensure timely delivery. Cooperate with end user departments to provide stock receipt information as requested. Conduct stock take dealing with discrepancies, submission stock take certificate and monthly reconciliations. Assist management in audit, internal or external inspection and the clearance of the web cycle. Strict monitoring of the expired stock and disposals. Comply with

ENQUIRIES : Mr.M. Mbunda Tel No: 011 488 3528/3526
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.
NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 21 December 2018

POST 49/149 : HUMAN RESOURCE OFFICER REF NO: HRMOFF/CMJAH/0005/11/18
Directorate: Human Resource Management

SALARY : R242 475 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
DUTIES : Implement, administer and manage Human Resource Administration practises pertaining to incapacity leave (PILIR), Human Resource Registry and payroll services. Supervise and manage the incapacity leave processes, registry processes and payroll processes. Administer and manage PMDS. Secretarial duties during PILIR committee meeting. Provide quality client service to internal and external stake holders.

ENQUIRIES : Ms BJ Kajana Tel No: 011 488 4011
APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.
NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 21 December 2018

POST 49/150 : HUMAN RESOUCER CLERK REF NO: HRMCLE/CMJAH/0007/11/18 (X2 POSTS)
Directorate: Human Resource Management

SALARY : R163 563 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 12 with 2 to 5 years’ experience in Human Resource Management or National Diploma/Degree in Human Resource Management or equivalent qualification with 2 years' experience in Human Resource environment as a generalist in Human Resource Administration, Computer literacy, Report writing skills. Introduction to Persal Certificate will be added advantage.
interviews and compilation of submissions. Provide quality client service to internal and external stakeholders.

ENQUIRIES: Ms Patricia Rapetswa Tel No: 011 488 3919
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE: 21 December 2018

POST 49/151: ADMINISTRATION CLERK REF NO: 19/2018
Directorate: Patient Activity

SALARY: R163 563 per annum (plus benefits)
CENTRE: Kopanong Hospital
REQUIREMENTS: Grade 12 or equivalent / or Grade 10 with three years’ relevant experience. Be able to Work under pressure. Be able to read, write and communicate effectively. Be computer literate. Good Customer service. Be prepared to work shifts, night duty and public holidays and also rotate. Exposure or Experience in Patient Activity will be an advantage.


ENQUIRIES: MS LP Phaswana Tel No: (016) 428-7111
APPLICATIONS: must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE: Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE: 21 December 2018

POST 49/152: HUMAN RESOURCE CLERK REF NO: HRMCL/TMRH/03/11/18 (X2 POSTS)
Directorate: Human Resource

SALARY: R163 563 per annum (plus benefits)
CENTRE: Thelle Mogoerane Regional Hospital
REQUIREMENTS: Grade 12 or equivalent qualification with 0-3 or more years’ experience in Human Resource. Computer literacy with extensive knowledge of Microsoft Programmes (Word, Excel and PowerPoint). Knowledge of Legislative Frameworks i.e. Employment Equity Act, Public Service Act and Public Service Regulations as amended. Planning and organizing Skills, communication skills and ability to work under pressure.


ENQUIRIES: Mr. K. Maben Tel No: 011 590 0306
APPLICATIONS: Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, First Floor HR Department (place your application
on the recruitment cabinets) and sign in register book or post to Private Bag X01 Alrode 1451.

NOTE: Application must be submitted on a Z83 form, obtainable from any Public service Department or on the Internet at www.dpsa.gov.za/documents with a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month, please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following (Security clearance (Vetting), Criminal clearance, citizenship, credit records.), Verification of Education qualification by SAQA, Verification of previous employers and verification form the Company Intellectual Property Commission (CIPC) The institution reserves the right not to fill the post.

CLOSING DATE: 21 December 2018

POST 49/153: PERSONAL ASSISTANT /SECRETARY TO OFFICE OF THE CEO REF NO: 20/2018
Directorate: Administration

SALARY: R163 563 per annum (plus benefits)
CENTRE: Kopanong Hospital

REQUIREMENTS: Grade 12 plus a Secretarial / Office Administration Diploma or relevant qualification. Candidate must have a minimum of one-year experience in rendering secretarial or administrative support to senior management. Good communication skill (verbal and written), planning, organizing, telephone etiquette and advanced computer literacy skills. Customer service orientation, office management, problem solving skills and a high level of reliability and confidentiality is expected.

DUTIES: Provide secretarial and administrative support to the Senior Manager. Receive telephone calls and refer them to the correct role players if not meant for the manager. Manage the diary of the manager. Arrange meetings and events for the manager, invite role players and set up schedules for meetings and events. Process all invoices that emanate from the activities of the work of the manager. Administer matters like claim forms, leave and attendance registers. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

ENQUIRIES: DR Kgomojoo AM Tel No: (016) 428 7160

APPLICATIONS: must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

CLOSING DATE: 21 December 2018

POST 49/154: STAFF NURSE REF NO: SEB/HAST/SN/01
Directorate: HAST

SALARY: R161 376 – R181 620 per annum (plus benefits)
CENTRE: Sebokeng Hospital

REQUIREMENTS: Grade 12 certificate. Registration with SANC as Staff Nurse (Enrolled Nurse). HIV/AIDS or TB certificate of attendance. Zero to one year working experience in HIV/ TB management. Computer literacy. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).


ENQUIRIES: Mrs. MC Zwane Tel No: (016) 930 3353
APPLICATIONS: Applications should be sent by courier to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street, Sebokeng.

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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed). Certification should not be more than 3 months old. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

CLOSING DATE: 21 December 2018

POST 49/155: STAFF NURSE GRADE 1 REF NO: 15/2018 (X5 POSTS)
Directorate: Nursing

SALARY: R161 376 per annum (plus benefits)
CENTRE: Kopanong Hospital

REQUIREMENTS: Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team.

DUTIES: Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient’s needs, requirements and expectations.

ENQUIRIES: MS Polo ME Tel No: (016) 428 7130
APPLICATIONS: must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE: Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

CLOSING DATE: 21 December 2018

POST 49/156: DENTAL ASSISTANT
Directorate: Dental Assisting

SALARY: Grade1: R158 595 per annum (plus benefits) Ref No: DENTASS/MOHC/06/11/18
Grade 2: R186 813 per annum (plus benefits) Ref No: DENTASS.MOHC/07/11/18
CENTRE: Medunsa Oral Health Centre

REQUIREMENTS: Grade 12 with appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Registration with HPCSA as a Dental Assistant and proof of current registration. Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.


ENQUIRIES: Ms J Peteke Tel No: (012) 521 5631
APPLICATIONS: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001
FOR ATTENTION: Ms EM Shibambo

NOTE: Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA.

CLOSING DATE: 21 December 2018

POST 49/157: DRIVER REF NO: DRIV/MOHC/08/11/18
Directorate: Transport

SALARY: R136 800 per annum (Level 04) (plus benefit)

CENTRE: Medunsa Oral Health Centre

REQUIREMENTS: Grade 10 and above. 2 years and above experience as driver a valid code 10 (C1) Driver’s License with PDP. Knowledge of government fleet and Gauteng Department of Health transport guidelines. Excellent time management and loyalty, ability to work under pressure and good verbal and written communication skills. Experience as a driver/messenger will be an added advantage.

DUTIES: Transporting of staff members to various places i.e. meetings and workshops. To collect and deliver documents, parcels and mail internally and externally. To collect and deliver medication from medical depot. Record and check the conditions and faults of the vehicle before and after each trip. (Do pre-inspection on daily basis). Report any accidents and dents to the supervisor. Ensure that car tools are in good condition. Report and calculate starting kilometres and the closing kilometres. Update the log book at all times. Ensure that all the petrol cards and keys are kept safe and returned with the log book. Update log sheet and submit all fuel receipts. Keep the vehicle clean at all times.

ENQUIRIES: Mr Ben Makhubela, Tel No: (012) 521 4770

APPLICATIONS: Applications can be hand delivered to Medunsa Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag X848, Pretoria, 0001

FOR ATTENTION: Ms EM Shibambo

NOTE: Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA.

CLOSING DATE: 21 December 2018

POST 49/158: AUXILIARY WORKER (MORTUARY) REF NO: AUXMORT/CMJAH/0008/11/18
Directorate: Logistics

SALARY: R136 981 per annum plus benefits

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Abet level 4/ Grade 10 or Grade 12 with 5-10 years’ experience in auxiliary mortuary services. Must have interpersonal relations, organizing skills, numeracy and literacy. Good communication skills, writing skills; Customer relations skills; problem solving; Be able to work shifts; Be a team player and be able to work independently; Batho Pele principles and six Ministerial Priorities.

DUTIES: Removal of corpses with in the hospital. Collect death reports, postmortem and other accompanying documents from the wards. Register corpses in the death register book. Ensure that D28 forms are completed by doctors; complete SAP379/180 Forms for unnatural deaths. Transport corpses to Medical School for post mortem. Assist families with the viewing of the corpses. Assist undertakers to remove the bodies from the fridges or storage room. Clean mortuary pans and equipment using chemicals. Assist FPS to identify and remove corpses from the storage room. Assist the appointed undertaker to identify and remove bodies from the fridges for pauper’s burial. Check room temperatures in the cold storage regularly. Adhere to internal working procedures and policies. Wear PPE at all times. Take instructions from the supervisor.

ENQUIRIES: Mr M Nyembe Tel No: 011 488 3757

APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7, No. 17 Jubilee Road, Parktown.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D
and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE** : 21 December 2018

**POST 49/159** : **NURSING ASSISTANT GRADE 1 REF NO: 16/2018 (X4 POSTS)**  
Directorate: Nursing

**SALARY** : R124 788 per annum (plus benefits)

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Grade 12 plus a qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing Assistant. Candidate must have elementary communication and writing skills. Be able to function as part of a team.

**DUTIES** : Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient’s needs, requirements and expectations.

**ENQUIRIES** : MS Polo ME Tel No: (016) 428 7130

**APPLICATIONS** : must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

**NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than three Months. People with disabilities are encouraged to apply. Medical surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

**CLOSING DATE** : 21 December 2018

**POST 49/160** : **CLEANER REF NO: DH004/2018 (X2 POST)**  
Directorate: Administration and Patient affairs

**SALARY** : R96 0549 per annum (plus benefits)

**CENTRE** : Tshwane District Hospital

**REQUIREMENTS** : Minimum requirement of ABET level 2 or/Grade 10 with cleaning experience. Possesses good communication skills. Be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Possesses physical and to cope with physical demands of the position. Be able to work as a team. Internal EPWP, NYS and learnership are encouraged to apply.

**DUTIES** : Cleaning of hospital wards, bathrooms, showers, toilets, offices, or department, passages and waiting arrears. Damp dusting, wash, scrub and polish floors, walls, windows stairs, fire escapes, side wall etc. clean equipment, clean and wash dust bins and remove waste including medical waste and adhere to health care waste management policy. Operate heavy duty cleaning machine.

**ENQUIRIES** : Ms Lewis A Tel No: 012 354 7364

**APPLICATIONS** : PO Box 173, Pretoria, 0001, Tel No: 012 354 7000, Fax: 012 354 7608

**CLOSING DATE** : 21 December 2018
ANNEXURE R

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 49/161: MEDICAL OFFICER OBSTETRICS & GYNAECOLOGY GRADE 1/2/3 REF NO: NDH 54/2018
Cluster: Obstetrics and Gynaecology Unit

SALARY: R780 612 - R1 035 831 (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 and its group is subject to the needs of the Department, in which case the incumbent will have to sign a Commuted Overtime Contract form.

CENTRE: Northdale Hospital

REQUIREMENTS: Matric certificate or equivalent, MBCHB Degree or equivalent Plus, Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Registration certificate with Health Professions Council of South Africa as a Medical Practitioner, Appropriate clinical experience depending on the grade for which you are applying (see below). Proof of current and previous work experience endorsed by the employer must be attached for (Grade 02 and Grade 03).

Grade 1: Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

Grade 2: Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA plus 5 years after registration with the HPCSA as a Medical Officer. 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.

Grade 3: Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA plus 10 years after registration with the HPCSA as a Medical Officer. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer(s) prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Sound knowledge of general medicine and in the discipline of Obstetrics and Gynaecology, Ability to deal with medical and obstetrical/gynaecology emergencies, Sound knowledge of the PMTCT programme as determined by the 2015 national guidelines and policies, Sound knowledge of medical ethics, Sound knowledge of legislation relating to the practice of Obstetrics and Gynaecology in South African, such as the Health Act, the Choice of Termination of Pregnancy Act, the Children’s Act etc. Ability to perform termination of pregnancy will be an added advantage. Good communication, team building and motivation skills, Basic computer literacy. Recommendations: Diploma, Experience or Postgraduate training in Obstetrics & Gynaecology will be an added advantage.

DUTIES: To provide holistic medical care to patients seeking medical attention at the institutions. To be able to assess, manage and follow up patients according to departmental policies. To ensure the provision of safe, ethical and high quality medical care. To be able to contribute to the realization of the departmental strategic goals. Manage medical and obstetrical/gynaecological emergencies. To participate in after-hours medical service as per call roster, this is essential. To participate in Monitoring & Evaluation programme with relation to patient care delivery. Assist with the supervision and support of junior medical officers, CSOs and medical interns. Provide Outreach assistance as may be required under the supervision of the Metropolitan Head of Obstetrics and Gynaecology. Impart surgical skills to Medical Officers and interns in the Department. Accept responsibility for continuous professional development to keep up to date with new
developments in the field of Obstetrics and Gynaecology. Participate in the departmental academic programmes, perinatal mortality and morbidity review meetings, and any other meetings.

ENQUIRIES
Dr Mag Molla
Tel No: 033 387 9000 Ext 9014

APPLICATIONS
All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION
Dr Mag Molla

NOTE
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. The incumbent will be required: To rotate between Grey's and Northdale Hospitals on a rotational basis. To sign a performance agreement with the Head of Department within the rules of Employee Performance Management Development Systems (EPMDS)

CLOSING DATE
21 December 2018

POST 49/162
MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: UMZ09/2018 (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. Recommendations: Diploma in Mental Health and previous experience in Psychiatry will be added advantage.

**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. Undertake 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.

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:
04 January 2019

POST 49/163:
ASSISTANT MANAGER NURSING (MCWH) REF NO: PCHC 07/2018

SALARY:
R581 826 per annum
Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE:
KZN Health -Phoenix Community Health Centre

REQUIREMENTS:
Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Advance Midwifery. Proof of current registration with SANC as General Nursing and Advance Midwifery (2018 receipt). Experience: A minimum of ten (10) years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognizable experience after obtaining one (1) year post basic qualification. At least three (3) years of this period mentioned above must be broad clinical and managerial experience. Certificate of service from current / previous employers stamped by HR must be attached: Recommendations: Degree or Diploma in Nursing Administration / Management accredited by SANC. A valid Drivers Licence (Code 08). Computer literacy: Ms Office. Knowledge, Skills, Attributes and Abilities required: Knowledge of Legal framework, governing the Nursing Profession and the health system, Leadership, management and supervisory skills, Good communication skills, Ability to work in a multidisciplinary team setting, Ability to work and maintain meaningful relationship with a diverse community, Knowledge of Human Resource Management, Knowledge of Public service Legislation, regulations and Policies, Program Planning, Knowledge of procedures and policies pertaining to nursing, Ability to plan and organize own work time, and that of support personnel, knowledge of EPMDS, IDEAL Clinic and National Core Standard.
DUTIES:
Supervision of all PHC services, Trauma and Maternity within the CHC, Ensure Provision of quality comprehensive health care, Analyse the operational imperatives set in the National PHC package of services, national Health, Norms and standards, provincial strategic plans, policies and guidelines, Monitor PHC output and services on a daily basis and monthly basis to review performance, Evaluate PHC services in terms of standard outcomes and priority programs by accurate analysis data, Ensure implementation of 90/90/90 strategy and IDEAL clinic realization, Contribute to the compilation of the operation plan and align with District Operational Plan, Ensure implementation on CARMMA principles, Monitor implementation of National Core standards and Ideal Clinic realization, Monitor implementation of Child health services, Monitor implementation of child health indicators, formulation of QIP’s and progress thereof, Ensure implementation of five (5) point contraceptive strategy, Monitor implementation of UTT, Strengthen implementation of MCWH Programme as per National guidelines, Participate in PPIP Programme, Assist with perinatal mortality review meetings.

ENQUIRIES:
Mr MA Ndlovu (Deputy Manager Nursing) Tel No: 031-538 0808

APPLICATIONS:
Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.

FOR ATTENTION:
Ms H.S Khuzwayo

NOTE:
Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply

CLOSING DATE:
21 December 2018

POST 49/164:
OPERATIONAL MANAGER (TRAUMA) REF NO: EGUM 12/2018 (X1 POST)

SALARY:
R532 449 per annum. Other Benefits: 13th cheque/service bonus, Rural Allowance of 8%, Home owners Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE:
Institution: E G & Usher Memorial Hospital

REQUIREMENTS:
Degree / Diploma in General nursing plus 1 year post basic qualification in Trauma nursing. Current registration with SANC as a General Nurse. A minimum of 9 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC of which at least 5 years must be appropriate /recognisable experience after obtaining the one year post basic qualification in Trauma. NB: Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations, Labour Relations Act, disciplinary code and procedures, grievance procedures e.t.c. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter. Insight into procedures and policies pertaining to nursing care. Human Resource Management and basic financial management skills. Leadership, organisational, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Computer skills in basic programmes.

DUTIES:
Plan, organize and monitor the objectives of the specialized unit. Provide therapeutic environment for staff, patients and the public. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. Provide a comprehensive, quality nursing care as a member of multi-disciplinary team according to the identified needs of
the patient, based on scientific principles. To be knowledgeable about management of risks in a trauma unit and forensic nursing. Provide direct and indirect supervision of all nursing staff, housekeeping staff and to give them guidance and ensure continuity of patient care on all levels. Work as part of multidisciplinary team at unit level to ensure good nursing care. Work effectively and amicable at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. To lead in resuscitation of critical ill patient. Ensure that patients receive quality health care through effective co-ordination of services and liaison with all discipline. Monitor and evaluate staff performance (EPMDS) Ensure the availability and proper utilization of all resources to run the department effectively and efficiently. Participate in budget planning and monitoring of financial resources. To implement NCS and formulate quality improvement plans and projects to improve quality of care. Ensure that there is a constant monitoring and evaluation of key indicators of the department and maintenance of appropriate statistics. Assist in the implementation of priority programme e.g National Core Standards, Infection Prevention Control and all programs related to promoting quality of care. Facilitates orientation and induction and in-service training of staff within the unit. Ensure proper management of adverse events and complaints.

**ENQUIRIES**
Mrs JN Mazwi Tel No: 039- 797 8100

**APPLICATIONS**
Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

**NOTE**
The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 07/2016. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please Regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. NB: due to financial constraints, no S&T will be paid to candidates when attending the interviews.

**CLOSING DATE**
21 December 2018

**POST 49/165**
**ASSISTANT MANAGER NURSING (MONITORING AND EVALUATION) REF NO: MOSV/M&E/01/2018**
Component: Office of the CEO (the successful candidate will report directly to the Office of the CEO)

**SALARY**
R532 449 per annum, plus 13th cheque, medical aid (Optional), home owners allowance, employee must meet the prescribed requirements, 12% rural allowance

**CENTRE**
Mosvold District Hospital; Ingwavuma

**REQUIREMENTS**
Diploma / Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least three years of the experience referred to above must be appropriate/recognizable experience at management level. Certificate of Service endorsed by the Human Resource office must be attached. Recommendation: Planning, Monitoring and Evaluation experience in a Health Care environment will
be an added advantage, a valid EB (08) drivers licence, Software applications: MS Office. Knowledge, Skills, Training and Competencies: Knowledge of the legislative, policy and Monitoring & Evaluation Framework informing health service delivery, Knowledge of hospital quality assurance and infection prevention control practices, Knowledge of hospital functions and operations Understand HR Policies and practices and staff relations Ability to critically analyze complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports, Strong leadership, Planning and organizational skills, Advanced Project Management skills, Financial Management skills, Decision making skills, Ability to work independently and under pressure, Problem solving, High level of communication skills, both written and verbal, Computer skills, Human Resource Management Skills, Analytical skills and the ability to capture in concise reports, Advanced facilitation skills to manage consultation.

**DUTIES**

Administer an evidence results-based monitoring and evaluation system in the Institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the Institution, Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed Performance and other. Reports, Ensure that Institutional Plans are in place and aligned with the District Health Plan, Ensure planning, M&E supports to all departments in the Institution as well as feeder facilities. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff, Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws.

**ENQUIRIES**

DR HJ Hamilton Tel No: (035) 5910122 EXT 104

**APPLICATIONS**

The Acting Chief Executive Officer, Mosvold District Hospital, Private Bag X2211, Ingwavuma, 3968

**NOTE**

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. In terms of Employment Equity requirements, preference will be given to an African Male As Well as people with disabilities. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

**CLOSING DATE**

21 December 2018
POST 49/166: CLINICAL PROGRAMME CO-ORDINATOR- HCBC PROGRAMME-DISTRICT
OFFICE REF NO: ILE 03/2018 (X1 POST)
Three Years Contract
Component: HIV, Aid, STI, ARV & VCT

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

CENTRE: Ilembe Health District Office

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

DUTIES: Ensure that the Department of Health strategies for community based HIV and AIDS, Home Community Based Care and Operation Sukuma Sakhe are implemented in the entire District. Coordinate community based HIV and AIDS prevention strategies including condom distribution. Strengthen partnership with District AIDS council, local AIDS council and ward AIDS council. Manage Chaplaincy programme, Coordinate skills development for CHF, Community Care Giver supervisors, Community Care Givers, Chaplains and Traditional Health Practitioners. Facilitate linkage of ward based services to fixed PHC facilities. Monitor indicators which measure health practices in the District, provide support and report on findings to district health management. Network with other provincial departments and NGO’s to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organise and conduct community rallies and events that convey health messages and practices which support health programme strategies.

ENQUIRIES: Ms. TM Banda: Deputy District Director: Integrated Health Service and Development Tel No: 032-4373524

APPLICATIONS: Please forward applications to: The Acting District Director, Ilembe Health District Office, Private Bag X10620, Kwadukuza 4450

FOR ATTENTION: Ms JL Mhlongo

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

CLOSING DATE: 28 December 2018
POST 49/167: CLINICAL PROGRAMME CO-ORDINATOR- PMTCT-DISTRICT OFFICE- REF NO: ILE 04/2018 (X1 POST)
Three Years Contract
Component: MCWH, PMTCT Nutrition

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

CENTRE: Ilembe Health District Office

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

DUTIES: Strengthen management, leadership and coordination for the Prevention of Mother to Transmission of HIV (PMTCT) programme. Work closely with various stakeholders to facilitate the integration of the PMTCT Programme into the MCWH Programme, Support scaling up of PMTCT coverage and improving the quality of PMTCT and MCWH to reduce MTCT of HIV. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organise and conduct community rallies and events that convey health messages and practices which support elimination of vertical transmission of HIV. Network with other provincial departments and NGO’s that provide support to the PMTCT programme. Contribute to the development, implementation and monitoring of integrated District Operational plan for MNCWH programme. Ensure establishment of highly motivated and well developed health care workforce.

ENQUIRIES: Ms. TM Banda: Deputy District Director: Integrated Health Service and Development Tel No: 032-4373524

APPLICATIONS: Please forward applications to: The Acting District Director, Ilembe Health District Office, Private Bag X10620, KwaDukuza 4450

FOR ATTENTION: Ms JL Mhlongo

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

CLOSING DATE: 28 December 2018

POST 49/168: ULTRASOUND RADIOGRAPHER GRADE 1, 2, 3 REF NO: NDH 44/2018
Cluster: Medical Department

SALARY: Grade1: R374 364
Grade 2: R440 982
Grade 3: R519 456
Other Benefits: 13th cheque Medical Aid (optional) Housing Allowance (employee must meet prescribed requirements)

CENTRE : Northdale Hospital: Pietermaritzburg
REQUIREMENTS : Senior certificate/Grade 12, National Diploma/Degree in Ultrasound PLUS, Original registration with Health Professions Council South Africa (HPCSA) in the category Independent Practice: Ultrasound. Current registration with HPCSA as an ultrasound radiographer (2018-2019) in the category Independent Practice: Ultrasound. Community Service Ultrasound radiographers may also apply on condition that their employment will be subject to the successful completion of community service by 31 December 2018. Grade 1: Four (4) years appropriate experience after registration with HPCSA as a Diagnostic Radiographer. Grade 2: Minimum of 14 years relevant experience after registration with HPCSA of which 10 years must be after registration in Ultrasound. Grade 3: Minimum of 24 years relevant experience after registration with HPCSA of which 20 years must be after registration in Ultrasound. Applicants with four (4) year Radiography Speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as a Diagnostic radiographer may apply and will be appointed as a Diagnostic Radiographer. Knowledge, Skills, Training and Competencies Required: Sound knowledge of obstetrics and Gynaecology ultrasound. Sound knowledge of general ultrasound scans. Sound knowledge of Ultrasound procedures and protocols, Sound report writing and administrative skills. Computer literacy. Knowledge of relevant Health and Safety Policies, Regulations and Acts. Able to work autonomously. Sound communication, problem solving, teaching and training skills. Good interpersonal relations and ability to perform well within a team.

DUTIES : Provision of high quality ultrasound services according to patients needs. Execute all ultrasound procedures competently to prevent complications. Perform general administrative duties as required. Provide guidance and supervision to junior staff and students. Promote Bathopecte in execution of all duties for effective service delivery. Inspect and utilize equipment professionally to ensure that they comply with safety regulations. Give factual information to patients and clients on ultrasound. Promote good health practices and ensure optimal patient care. Compile report and memos as required in the working environment. Participate in Ultrasound quality improvement programs and compliance with National Core Standards. Participate in developing protocols to ensure that sonographic services comply with the required prescripts. Participate in continued professional development (CPD).

ENQUIRIES : R Bedford Tel No: 033 387 6459
APPLICATIONS : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200
FOR ATTENTION : Dr Mag Molla
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a 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. All employees in the Public Service that are...
presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 21 December 2018

POST 49/169 : PROFESSIONAL NURSE: SPECIALTY (ADVANCED MIDWIFERY AND NEONATAL SCIENCE) REF NO: NDH 46/2018
Cluster: Nursing Department

SALARY : R362 559 – R445 917 per annum
Other Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)

CENTRE : Northdale Hospital: Pietermaritzburg

REQUIREMENTS : Senior certificate / grade twelve certificate or equivalent qualification, Diploma or Degree in General Nursing and Midwifery. A Post Basic Nursing qualification with duration of at least one year accredited with SANC in advanced Midwifery. Registration certificate with SANC as a General Nurse, Midwifery and Advanced Midwifery. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery. Grade 1: A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing of which at least ten (10) years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Advanced Midwifery. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and regulations. Knowledge of SANC rules and regulations. Good communication, leadership, interpersonal and problem solving skills. Knowledge of Code of Conduct Labour Relations, Conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients’ rights charter. An updated knowledge of the priority programmes and the management thereof.

DUTIES : Assist with the implementation of the UN MILLENIUM DEVELOPMENT GOALS eg. Reducing child mortality and the Saving Mothers Initiative. Demonstrate effective communication with patients, supervisors, other Health Professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse Intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery. Oversee and co-ordinate the integration of MCWH. Monitor implementation of EPMD. Improve maternal and child health by initiating all the relevant programmes. Enhance the Saving Mothers programme. Assist with the reduction of maternal and neonatal mortality and morbidity rates. Work as a team leader and oversee the maternity department in the absence of the Operational Manager or when the need arises.

ENQUIRIES : Mrs J Webster Tel No: 033 387 9010
APPLICATIONS : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200
FOR ATTENTION : Mrs. J Webster
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with
disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a 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. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 21 December 2018

POST 49/170 : CLINICAL NURSE PRACTITIONER (PHC) GRADE 1: REF NO: EZA 03/2018 (X1 POST)

SALARY : Grade 1: R362 559 - R420 318 per annum
           Grade 2: R445 917 - R548 436 per annum
           Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance

CENTRE : Ezakheni Nr 2 Clinic

REQUIREMENTS : Senior certificate/Grade 12 or equivalent qualification. Degree /Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2018).Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Appropriate/recognisable experience after registration in the Post Basic Qualification is recognised to determine the salary on appointment. Only certificate of service from the previous employer/s is recognised for this purpose.

Grade 1: A minimum of four/4 years appropriate/recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing plus Clinical Nursing Science. Grade 2: A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant specialty. The ideal candidate must possess: Knowledge and experience of Public Service Policies, Acts and Regulations, Sound Management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills.

DUTIES : Provision of nursing comprehensive of service according to PHC CORE packages. Provision of quality comprehensive community health care (preventative and promote curative and rehabilitative) services. Provision of administration services. Involvement with community meetings and committees. Provision of educational services through clinical teaching, training and continuous evaluation of employees. Responsible for scree, diagnosis and management of patients at Primary Health Care level. Initiate treatment, implementation of programme and evaluation patients clinical conditions. Initiate community protection, involvement in Operation Sukuma Sakhe projects. Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes are achieved. Involved in clinical audits. Data management. Advocate for professionalism and ethics. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Evaluate and follow up patients during clinic visits. Attend and participate in doctor’s visits. Participate in out-reach services.

ENQUIRIES : Mrs C.I.Ndlovu Tel No: 036 6379600
APPLICATIONS: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, P O Box 2238 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION: Mr S.D. Mdletshe

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

CLOSING DATE: 28 December 2018
ANNEXURE S

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS : Please forward the applications for the post quoting the relevant reference number to: Executive Manager, Human Resources Management, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security).

FOR ATTENTION : Ms. M. Tlaletsi: Chief Director: Human Resource Administration

CLOSING DATE : 21 December 2018

NOTE : The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by originally certified copies (date not later than three (3) months) of qualifications as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No faxed applications will be accepted. The successful candidates will be subject to a process of security vetting and verification of qualification. All applicants should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful. The Office of the Premier reserves the right not to fill the posts.

OTHER POSTS

POST 49/171 : CHIEF TOWN AND REGIONAL PLANNER REF NO: CTRP/PR/2018

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

CENTRE : Kimberley

REQUIREMENTS : B. Degree in Urban/Town and Regional Planning or relevant Post Graduate degree, 6-10 years' experience in post registration in Town and Regional Planning experience required. Compulsory registration and must be in good standing with The South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment and a valid driver’s license. A Masters Degree will count as an advantage. Competencies: The following key competencies and skills are required for the position: Programme and Project Management, Town and Regional legal and operational compliance, Town and Regional systems and principles, Town and Regional planning processes and procedures, Process knowledge and skills, Research and development, Computer-aided applications, Creating high performance culture, Technical consulting, Professional judgement, Accountability, Strategic Management and direction, Analytical, Creativity, Self-management, Communication and listening, Advance computer skills, Language proficiency, Knowledge Management, Negotiation, Change Management. A valid driver's license.

DUTIES : The successful candidates will be responsible for the following: Lead and manage the application of Town and Regional planning principles in land development. Provide technical assistance to professional teams on all aspects regarding Town and Regional planning projects. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guideline, policies and regulations. Ensure that that Provincial Spatial Development Frameworks and other provincial spatial legislation is aligned to the Provincial Growth and Development Plan and guarantee the spatial representation thereof. Management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the town planning environment/services. Manage the commercial value add to the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to
organisational principles. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondment 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 the Office of the Premiers objectives.

ENQUIRIES: Ms. J. Meyer Tel No: (053) 838 2541

POST 49/172: MANAGER: PROVINCIAL RESEARCH SERVICES AND DEVELOPMENT – GOVERNANCE REF NO: DD/PRSD/2018

SALARY: R697 011 per annum (Level 11)
CENTRE: Kimberley
REQUIREMENTS: Applicants should be in possession of a relevant Post Graduate Degree in Public Management & and related fields or a Post Graduate Degree (Honours degree) in Political Science, coupled 3-5 years Junior Management Experience in the Research and Policy and Planning environment. A Masters Degree in relevant fields will count as an added advantage. Competencies: The following key competencies and skills are required for the position: Advanced Qualitative Research analytical skills; Ability to conduct data analysis—advanced knowledge of qualitative methodological techniques; Advanced Knowledge of Research Methodology, and the management of joint research projects; Advanced skills in conducting Governance Analysis; Analytical skills, writing skills and drafting of proposals; Knowledge of the latest developments in Governance and Development theory and practice with a comprehensive understanding of the government policy environment.

DUTIES: The successful candidates will be responsible for the following: Develop governance research, impact assessment and evaluations agenda; Coordinate and facilitate governance research activities on provincial and sector specific programmes that support evidence based decision making; Establish partnerships with all spheres of government, academia, research institutions and communities of practice; Maintain repository of research products and ensure the provision of archiving; Develop research capacity within the Provincial Administration.

ENQUIRIES: Ms. J. Meyer Tel No: (053) 838 2541

POST 49/173: MANAGER: PROVINCIAL RESEARCH SERVICES AND DEVELOPMENT – ECONOMIC REF NO: DD/PRS/2018

SALARY: R697 011 per annum (Level 11)
CENTRE: Kimberley
REQUIREMENTS: Applicants should be in possession of a Post Graduate in Economics, statistics, social science and or other related Post Graduate degree coupled with 3-5 years Junior Management Experience in research, policy and planning environments. A Masters Degree in relevant fields will count as an added advantage. Competencies: The following key competencies and skills are required for the position: Ability to conduct data analysis—advanced knowledge of quantitative methodological techniques; Advanced Knowledge of Research Methodology, and the management of joint research projects; Advanced skills in conducting Economic Analysis; Analytical skills, writing skills and drafting of proposals; Experience with software such as Quanetc, Global Insight, SAM, Excel and Open source tools; Knowledge of the latest developments in Economic and Development theory and practice with a comprehensive understanding of the government policy environment; Ability to work within a multi-disciplinary research environment.

DUTIES: The successful candidates will be responsible for the following: Develop economic research, impact assessment and evaluations agenda; Coordinate and facilitate economic research activities on provincial and sector specific programmes that support evidence based decision making; Establish partnerships with all spheres of government, academia, research institutions and communities of practices. Strategic Planning, Maintain repository of research products and ensure the
provision of archiving; Develop research capacity within the Provincial Administration.

ENQUIRIES
Ms. J. Meyer Tel No: (053) 838 2541

POST 49/174
GISC PROFESSIONAL REF NO: GISCP/PR/2018

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

CENTRE
Kimberley

REQUIREMENTS
GISc post graduate degree or equivalent post graduate qualification (degree). Compulsory registration with PLATO and SACPLAN in the category of Professional GISc Practitioner and 3-5 years post registration GISc professional experience. Competencies: The following key competencies and skills are required for the position: GISc implementation; Geo database design and repository management; Geo statistical analysis; Standard development and policy formulation; Technical report writing; Spatial analysis knowledge; GIS applications; Legal requirements and compliance; High level spatial design and modelling. Organisational; Process knowledge; Systems maintenance; Mobile equipment operating; Open Access; Advanced computer skills; Interaction and communication. A valid driver's license.

DUTIES
The successful candidates will be responsible for the following: Strategic management of the institutional GISc function. Provide strategic direction and leadership on GISc activities. Strategically profiling and positioning GISc functions within the Office of the Premier. Plan and manage the establishment of GISc unit. Plan, coordinate and facilitate GISc project activities. Monitor and evaluate GISc function within the Province. Ensure compliance with relevant legislation and policies. Manage compliance and setting up of applicable standards. Identify underlying strategic issues and implement appropriate GISc responses. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Recommend the best possible policy direction and service delivery priorities. Conduct research. Provide overall framework for research and development activities. Provide standards, specification and service levels according to organisational objectives. Provide implementation guidance on new GIS innovations. Ensure GIS implementation. Supervise the development of GIS and technical systems.

ENQUIRIES
Ms. J. Meyer Tel No: (053) 838 2541
**ANNEXURE T**

**PROVINCIAL ADMINISTRATION: WESTERN CAPE**

**DEPARTMENT OF AGRICULTURE**

<table>
<thead>
<tr>
<th>CLOSING DATE</th>
<th>21 January 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTE</td>
<td>Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202</td>
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**OTHER POSTS**

<table>
<thead>
<tr>
<th>POST 49/175</th>
<th><strong>DEPUTY DIRECTOR: QUALITY TRANSFORMATION MANAGEMENT</strong> REF NO: AGR 2018-68</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R697 011 per annum (Level 11) (All-inclusive salary package)</td>
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<tr>
<td>CENTRE</td>
<td>Department of Agriculture, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or equivalent qualification); A minimum of 3 years management experience. Recommendation: A valid (Code B) driving licence. Competencies: Proven computer literacy; Good knowledge of the subject skills; Supervisory skills; Formal training and presentation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.</td>
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<tr>
<td>DUTIES</td>
<td>Quality planning and promotion; Develop college quality assurance and improvement plans; Curriculum and staff development; Implement academic plans by ensuring effective curriculum development and revision; Strategic planning, monitoring and evaluation; Coordination of college strategic plan; Develop annual operational plan; Transformation management; Coordination of all college committees and partnerships; Recruitment, Support, Monitoring, Development and Discipline of academic staff.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms L Schuurman at (021) 808 5126</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co.za">https://westerncapegov.erecruit.co.za</a></td>
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<tr>
<th>POST 49/176</th>
<th><strong>PERSONAL ASSISTANT: CENTRE FOR HIGHER EDUCATION AND TRAINING</strong> REF NO: AGR 2018-66</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R242 475 per annum (Level 07)</td>
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<tr>
<td>CENTRE</td>
<td>Department of Agriculture, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years’ relevant experience in office administration and rendering support services to Senior Management. Recommendation: A valid (Code B) driving licence. Competencies: Knowledge of the following: Basic financial administration; Relevant legislation/policies/prescripts and procedures; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Self management and motivation; Interpersonal relations.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Adhoc tasks as directed from director and the chief director; Analyse the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms L Schuurman at (021) 808 5126</td>
</tr>
<tr>
<td>APPLICATIONS</td>
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</tbody>
</table>
POST 49/177: GROUNDSMAN: GENERAL SUPPORT SERVICES REF NO: AGR 2018-69

SALARY: R96 549 per annum (Level 02)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Adult Basic Education and Training (ABET). Recommendation: Working knowledge of ground keeping. Competencies: Knowledge of the following Garden lay out; Cutting and trimming lawns; Grounds man work; Appropriate tools and the usage thereof; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Responsible for keeping of the grounds and gardens; Ensure that jobs are executed according to set standards; Responsible for delivery of a support service; Ensure that equipment and other tools are kept in a good and working condition.

ENQUIRIES: Mr JW Smith at (021) 808 5343

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

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

POST 49/178: FARM AID: FARM SERVICES (OUTENIQUA), REF NO. AGR 2018-70

SALARY: R96 549 per annum (Level 02)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: Basic literacy and numeracy (ABET level 3). Competencies: Knowledge of the following farm activities: Crop production; Animal production; Mixed cropping and livestock research farm; Performing manual activities related to infrastructure development and maintenance; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Perform the following: Manual farm activities related to crop production; Farm activities related to animal production; Manual general farm activities related to a mixed cropping and livestock research farm; Manual farm activities related to infrastructure development and maintenance.

ENQUIRIES: Mr H Gerber at (044) 803 3727

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

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

DEPARTMENT OF COMMUNITY SAFETY

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

CLOSING DATE: 21 January 2019

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

OTHER POSTS

POST 49/179 : CHIEF SECURITY ADVISOR: SECURITY ADVISORY SERVICE REF NO: CS 2018-33 (X3 POSTS)

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/ B-Degree); A minimum of 2 years’ relevant experience. Recommendation: Experience in the field of Safety and Security or Risk Management; A valid Code B driving licence; PSIRA registration. Competencies: Knowledge of the following: Security risk practices; Relevant security risk legislation, policies and other relevant documentation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Support to Security Advisory Services Directorate to provide the Western Cape Government with safety and security services: Attend and participate in sub-directorate planning and reflection meetings; Facilitate security solutions to mitigate risks for relevant departments: Conduct safety and security risk assessments (SSRA) focusing on personnel, physical and information safety and security; Investigate security breaches and mitigate recurrence within departments: Investigate and advise departments in security breaches in line with the Safety and Security Strategy and Policy; Present awareness sessions.

ENQUIRIES : Mr V Mbaqa at (021) 483 6956

POST 49/180 : SECURITY OFFICER: PROVINCIAL SECURITY OPERATIONS REF NO: CS 2018-31 (X10 POSTS)

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); Compulsory Grade B registration with PSIRA; A valid code B driving licence; Must be willing to work shifts and away from home when required. Recommendation: Experience in law enforcement or security reaction duties; Keeping abreast with the latest technological developments; Client orientated. Competencies: Knowledge of the following: PSIRA; Control access to public premises and vehicles Act, Act 53 of 1985; Conflict Management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work independently and as part of a team; Self-motivated with the ability to perform whilst under pressure.

DUTIES : Ensure optimized service delivery to core clients through effective access and egress control, patrolling of key areas and parking garages; Ensure effective and efficient implementation of operational procedures relating to physical security and access control; Contribute to the development and improvement at standard operating procedures for physical security and access control.

ENQUIRIES : Mr MS Kalam at (021) 483 5504

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE : 21 January 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the
closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 49/181 : PROJECT MANAGER: AFTER SCHOOL GAME CHANGER REF NO: DCAS 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 : An appropriate B-degree and a post graduate qualification in Management with a minimum of 10 years of management experience in complex, multi-stakeholder environments. Competencies: Advanced knowledge of the following: Public policy analysis and public policy development processes; Strategy Development, Strategy Management and strategy monitoring and review processes; Modern systems of governance and administration and organisational change and development; Public communication, public education and public discourse management processes; Knowledge of the following: Government policy; Inter-governmental and international relations; Human Resource Management processes as well as 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; and Human Resource and Financial Management.
ENQUIRIES : Mr S Julie (021 483 3134)

OTHER POSTS

POST 49/182 : ASSISTANT DIRECTOR: MAJOR EVENTS REF NO: CAS 2018-45

SALARY : R356 289 per annum (Salary Level 9)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ supervisory experience; A valid code B driving licence. Recommendation: Experience in the following: Financial Management, major events, administration and report writing; Training in Sport and related disciplines. Competencies: Knowledge of the following: Human Resource Processes; Supply Chain Management practices; Financial administration support; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
DUTIES : Office and general management of staff: Development, training and supervision; Management of component finances: Arrange alternative funding to budgets; Prepare and manage budget of major events; Management of wellness programme; Manage and coordinate major events and support in hosting thereof.
ENQUIRIES : Ms N Pietersen at (021) 483 9819

POST 49/183 : LANGUAGE PRACTITIONER (ISIXHOSA): TRANSLATION AND INTERPRETING SERVICES REF NO: CAS 2018-43 (X2 POSTS)

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 2 years relevant work experience. Recommendation: Working knowledge of editing and translation of documents; Well versed in English and IsiXhosa. Competencies: Proven computer literacy; Report writing skills; Problem solving skills; People development skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES: Render language advisory services; Translate documents in the official languages; Edit documents; Render interpreting services; Terminology development; Develop and record terminology; Compile and maintain databases relating to languages matters.

ENQUIRIES: Ms J Moleleki at (021) 483 9671

POST 49/184: SPORT PROMOTION OFFICER: COMPETITIVE SUPPORT REF NO: CAS 2018-46

SALARY: R242 475 per annum (Level 07)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Sports Management or equivalent qualification; A valid code B driving licence. Recommendation: Experience in sport supervision and/or sport federations. Competencies: Knowledge of the following: Various and related sport and recreation Acts; PFMA and NSRP; Implementation of sport programmes; Establishing and maintain sport structures and clubs; Events management/coordination activities; Proven computer literacy (MS Office); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Liaising with regional clients on the West Coast; Support client programmes and provide advice; Draft regional budget for sport promotion activities for the West Coast; Supervise the Club Development Programme for the West Coast Region; Supervise the Regional Academy Programme.

ENQUIRIES: Mr B Bailey at (021) 483 9631

POST 49/185: ADMINISTRATION CLERK: DEPARTMENTAL INFORMATION MANAGEMENT REF NO: CAS 2018-42

SALARY: R163 563 per annum (Level 05)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification); A valid code B driving licence. Recommendation: Transport Circular 4 of 2000; Database management and Public management. Competencies: Problem solving skills; Computer literacy (Microsoft Word, Excel, PowerPoint, Outlook); Decision making skills; Report writing skills; People development skills; Analytical and problem solving; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Administrate motor transport and optimal utilisation of vehicles; Apply instructions relevant to the use, operation and maintenance of vehicles; Record keeping; Provide personnel administration clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Stock control of office stationary; Provide supply chain clerical support services within the component; Keep and maintain the attendance register of the component; Arrange travelling and accommodation; Provide financial administration support services in the component; Handle telephone accounts and petty cash for the component.

ENQUIRIES: Mr A Petrus at (021) 483 9576

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co.za
CLOSING DATE: 21 January 2019
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you encounter any issues.
experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 49/186 : PERSONAL ASSISTANT: CONNECTED CITIZENS REF NO: DEDAT 2018-31
(2-Year Contract)

SALARY : R242 475 per annum plus 37% in lieu of benefits (Level 07)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years’ relevant experience in office administration and rendering support services to Senior Management. Recommendation: Ability to work under pressure and irregular hours. Competencies: Good interpersonal and decision-making skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills; Customer service orientation; Report writing skills.

DUTIES : Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly; Frontline and client interface; Coordination and support of units operations; Assist with project reporting, monitoring and evaluation.

ENQUIRIES : Mr R Davids at (021) 483 9150 / Ms L Maqashu at (021) 483 9961

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
CLOSING DATE : 21 January 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 49/187 : DEPUTY DIRECTOR (DISPUTE OWNERSHIP RESOLUTION): LAND AND ASSET MANAGEMENT REF NO: HS 2018-61
(12-Month Contract)

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Public Administration or Public Management; A minimum of 5-years’ relevant management experience in a land and asset management working environment. Competencies: Proven knowledge, working experience and understanding of the following: Applicable legislation, policies, guidelines, standards, procedures and best practice relating to dispute resolution and asset management; Government Immovable Asset Management Act (Act 19 of 2007); Public service procedures; Public Finance Management Act (Act 1 of 1999) and National and Provincial Treasury Regulations; People Management legislation, regulations, prescripts, policies, collective agreements, guidelines, delegations, standards, procedures and best practices in the Public Sector; Communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office; Conceptual, interpretative and formulation skills; Ability to work within specific timeframes.
DUTIES: Design, develop and manage a dispute resolution mechanism to mediate; conciliate and adjudicate subsidy ownership disputes; Process identified disputes; Capacitate municipalities and other relevant parties to resolve disputes; Report on the implementation of the dispute resolution process; People Management; Financial Management.

ENQUIRIES: Mr LCP Esterhuizen at (021) 483 4444

POST 49/188: DEPUTY DIRECTOR (INFORMAL SETTLEMENTS INTEGRATION): MUNICIPAL HUMAN SETTLEMENT PLANNING REF NO: HS 2018-63 (12-Month Contract)

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

CENTRE: Department of Human Settlements, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (B-Degree/National Diploma) in Social Science; A minimum of 5-years management experience in the built environment; A valid driving licence. Recommendation: Working experience and knowledge of: National housing code, planning and environmental regulatory requirements; Procurement and tendering processes; Human Settlement and Stakeholder Management; Programme and Project Management; Willing to travel for work as required. Competencies: Proven project management and administration skills; Ability to operate at a strategic level and manage engagements with stakeholders and partners; Ability to interpret relevant public service legislation, policies, prescripts and procedures; Report writing; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Facilitate Provincial /Municipal and general stakeholder management support to ensure transversal alignment on Informal Settlement Support Framework; Provide provincial and municipal support through coordination and capacity building initiatives on policy and data collection issues around upgrading of Informal Settlements; Manage partnerships and framework agreements with intermediaries and private sector in support of the ISSF; Oversee implementation of the M&E Framework; Strategic Support to Chief Town and Regional Planner and Director; Strategic, Human Resource and Financial Management.

ENQUIRIES: Ms E Jansen van Rensburg at (021) 483 4151

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE: 21 January 2019

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

OTHER POSTS

POST 49/189: MUNICIPAL E-GOV SUPPORT ANALYST SOFTWARE: MUNICIPAL ICT SUPPORT AND CAPACITY REF NO: LG 2018-46

SALARY: R356 289 per annum (Level 09)

CENTRE: Department of Local Government, Western Cape Government

REQUIREMENTS: An appropriate 3-year B-Degree in Information System/Technology/Software Engineering/Computer Science or equivalent qualification; A minimum of 6 years' experience in the ICT sector in a related technical environment. Recommendation: Working knowledge and understanding of Local Government ICT environment; Professional registration/certification or member of the International Institute of Business Analysis (IIBA). Competencies: Knowledge of the following: Software/Business analysis; Documenting requirements and specifications;
Software developmental fundamentals and methodology; The following skills: Computing programming skills; Software debugging; Mastery in software engineering tools; Software design; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**
- Provide technical support, capacity build and advise municipalities regarding determining software operational feasibility; Preparation of business requirement specification in line with information system requirements of municipalities; Provide advice for the integration of software components; Advise with the documentation and maintenance of software functionality requirements; Assistance with ensuring data governance and information confidentiality in the development of software; Assistance in the development of software and operating manuals; Provide inputs for changes in IT software policies and procedures; Assist in managing the component’s budget through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES**
Ms E Barnard at (021) 483 6126

**POST 49/190**
**PERSONAL ASSISTANT: MUNICIPAL GOVERNANCE REF NO: LG 2018-45**

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

**CENTRE**
Department of Local Government, Western Cape Government

**REQUIREMENTS**
Senior Certificate (Grade 12 or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years’ relevant experience in office administration and rendering support services to Senior Management. Recommendation: Willingness to work irregular hours. Competencies: Good interpersonal and decision-making skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills; Customer service orientation; Ability to work effectively in a very dynamic office; Stress tolerance; Attention to detail; Planning and organising skills.

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

**ENQUIRIES**
Mr K Makan at (021) 483 4365

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

**CLOSING DATE**
21 January 2019

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

**DEPARTMENT OF THE PREMIER**

**POST 49/191**
**ASSISTANT DIRECTOR: RELATIONSHIP MANAGEMENT REF NO: DOTP 2018-131**

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

**CENTRE**
Department of the Premier, Western Cape Government

**REQUIREMENTS**
An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years Advertising Agency or Account Management experience. Recommendation: Project management experience. Competencies: Knowledge of the following: Regulatory framework governing communication agency within the WCG; Systems and business processes based on global best practice;
Management of large projects; Knowledge management systems and processes; Complex reporting/report writing; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Manage client relationships between Corporate Communication Agency and its clients; Manage Internal –team relationships and account operations during planning, development and execution of communication campaigns; Responsible for client communications with regard to campaigns needs and requests, budgets, workflow and billing; Actively manage the performance and delivery of client needs.

**ENQUIRIES**

Ms P Percival (021) 483 8682

**PROVINCIAL TREASURY**

**APPLICATIONS**

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

**CLOSING DATE**

21 January 2019

**NOTE**

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

**OTHER POSTS**

**POST 49/192**

CHIEF FINANCIAL ANALYST: NORMATIVE FINANCIAL COMPLIANCE REF NO: PT 2018-56

**SALARY**

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

**CENTRE**

Provincial Treasury, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year B-Degree (or higher qualification) in Finance/Law/Commerce; 3 years’ management experience in an internal control and/or financial legislative environment; A valid code B driving licence. Recommendation: Working knowledge of Public Finance Management and/or Governance environment; Report writing experience; Administrative procedures relating to specific working environment including norms and standards. Competencies: Knowledge of the following: PFMA environment; Governance environment; Administrative procedures relating to specific working environment including norms and standards; Applied strategic thinking; Problem-solving/Decision making skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Presentation skills.

**DUTIES**

Research, develop and issue corporate governance and internal control norms and standards (policies, procedures, frameworks); Monitor, evaluate and report on compliance with the Financial Management prescripts; Drive and coordinate an integrated, collaborative provincial governance improvement programmes (Corporate Governance Review Outlook and Financial Management Capability Maturity Model) for the Western Cape Government; Co-ordinate the development of the internal control related standards to enhance systems of internal control and support departments with implementation of the governance and Internal Control Frameworks and internal control related standards; Co-ordinate the development of internal control related standards to enhance systems of internal control; Facilitate and assist with the development of provincial internal control policies and procedures; Co-ordinate annual reporting process.

**ENQUIRIES**

Mr F Jacobs at (021) 483 4388

**POST 49/193**

DEPUTY DIRECTOR: SUPPLY CHAIN MANAGER REF NO: PT 2018-57

(12-Month Contract)

**SALARY**

R697 011 per annum (Level 11) (All-inclusive salary package)
**CENTRE**: Provincial Treasury, Western Cape Government  
**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); Minimum of 5 years’ relevant professional experience in Supply Chain Management of which 3 years’ must be management experience. Competencies: Knowledge of the following: Supply chain management legislative environment; System of supply chain management; Moveable Asset Management; Management skills; Presentation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.  
**DUTIES**: Develop, communicate, implement and monitor supply chain management and asset management prescripts, delegations and standard operation procedures; Manage Demand and Contract Management, including the development of annual procurement plan; Manage the provision of an effective and efficient system of acquisition and logistics management, including providing secretarial duties to the Bid Adjudication Committee; Develop and implement a Supply Chain Risk and Performance plan/system; Ensuring that the department has an accurate asset register; Manage Auxiliary Services, including transport, accommodation and maintenance; Perform managerial tasks with regard to the sub-direcrtorate.  
**ENQUIRIES**: Ms A Smit at (021) 483 3037  
**DEPARTMENT OF SOCIAL DEVELOPMENT**  
**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co  
**CLOSING DATE**: 21 January 2019  
**NOTE**: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.  
**OTHER POSTS**  
**POST 49/194**: MANAGER: SOCIAL WORK POLICY: CHILD PROTECTION REF NO: DSD 2018-154  
**CENTRE**: Department of Social Development, Western Cape Government  
**REQUIREMENTS**: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACCSP; Compulsory registration with SACCSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACCSP. Competencies: Knowledge in the following: Analytic, diagnostic, assessment tools, evaluation methods and processes; Social welfare and Community Development legislation related to programs, theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Policy analysis and development; Public service reporting procedures; Financial Management; Project Management skills; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Monitoring and evaluation skills; Professional counselling skills; Monitoring and Evaluation skills; Networking Skills; Presentation skills; Client oriented and customer focus; Computer literacy.  
**DUTIES**: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Collect and provide information for the identification of appropriate interventions required to address the identified conditions; Assist with the development and planning of programmes
to render the recommended interventions efficiently, effectively and economically; Continuous professional development; Study professional journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social welfare services legal and policy framework continuously; Perform administrative support functions in support of social workers as required of the job; Record keeping; Updating and maintaining of databases/registers/systems (collaboration with Department of Justice, SASSA and other organisations).

ENQUIRIES: Mr CE Jordan at (021) 483 4991

POST 49/195: SOCIAL WORKER: SOCIAL WORK SERVICES (WITZENBURG) REF NO: DSD 2018-148

SALARY: Grade 1: R242 553 – R281 181 per annum
Grade 2: R298 299 – R344 184 per annum
Grade 3: R363 507 – R421 404 per annum
Grade 4: R447 069 – R549 837 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows for compulsory registration with the South African Council for Social Service Professions as Social Worker; Compulsory registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence; 

Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.

Competencies: Knowledge of the following: Supervision framework for Social Workers; Human behaviour and social systems; Developing others; Social Work theory and interventions; Information and Knowledge Management; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Proven computer literacy.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; Produce and maintain records of social work interventions, processes and outcomes; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES: Ms L Louw at (023) 348 5300

POST 49/196: SOCIAL WORKER: SOCIAL WORK SERVICES (KRAAIFONTEIN) REF NO: DSD 2018-149

SALARY: Grade 1: R242 553 – R281 181 per annum
Grade 2: R298 299 – R344 184 per annum
Grade 3: R363 507 – R421 404 per annum
Grade 4: R447 069 – R549 837 per annum (OSD as prescribed).
CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows for compulsory registration with the South African Council for Social Service Professions as Social Worker; Compulsory registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; produce and maintain records of social work interventions, processes and outcomes; Continuous professional development; Perform all administrative functions required of the job.

ENQUIRIES: Ms M Rebe at (021) 812 0923

POST 49/197: SOCIAL WORKER: PROFESSIONAL SERVICES: OUTENIEKWA, REF NO: DSD 2018-150

SALARY: Grade 1: R242 553 – R281 181 per annum
Grade 2: R298 299 – R344 184 per annum
Grade 3: R363 507 – R421 404 per annum
Grade 4: R447 069 – R549 837 per annum (OSD as prescribed).

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows for compulsory registration with the South African Council for Social Service Professions as Social Worker; Compulsory registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others;
Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors.

**DUTIES**

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; produce and maintain records of social work interventions, processes and outcomes; Continuous professional development; Perform all administrative functions required of the job.

**ENQUIRIES**

Ms B Nicholas at (044) 803 7508

**POST 49/198**

SOCIAL WORKER: (MONITORING AND EVALUATION): CRIME PREVENTION AND SUPPORT REF NO: DSD 2018-152

**SALARY**

- Grade 1: R242 553 – R281 181 per annum
- Grade 2: R298 299 – R344 184 per annum
- Grade 3: R363 507 – R421 404 per annum
- Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows for compulsory registration with the South African Council for Social Service Professions as Social Worker; Compulsory registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence; **Grade 1**: No experience; **Grade 2**: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislation, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Report-writing skills; Good planning and organising skills; Self-management and motivation skills; Presentation and facilitation; Computer literacy; Client orientation and customer focus.

**DUTIES**

Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form; Evaluate NPOs compliance against Legislative /Programme Specific and Generic Norms and Standards; Monitoring of the implementation of the Service Delivery Improvement
Plan where progress is unsatisfactory; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme; Ensure compliance with registration requirements of NPO’s (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

**ENQUIRIES**: Mr M Gaba at (021) 812 4212

**POST 49/199**: EDUCATION OFFICER: EDUCATION (BONNYTOUN), REF NO. DSD 2018-144

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

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

**REQUIREMENTS**: An appropriate 4-year tertiary qualification in Education that allows for registration with SACE; Registered with SACE; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Implement educational Programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programme to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.

**ENQUIRIES**: Ms D Baugaard at (021) 988 1130

**POST 49/200**: PROFESSIONAL NURSE: PROFESSIONAL SERVICES REF NO: DSD 2018-151 (X2 POSTS)

**SALARY**: Grade 1: R241 908 - R280 437 per annum
Grade 2: R297 516 – R343 296 per annum
Grade 3: R362 559 – R459 294 per annum (OSD as prescribed)

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

**REQUIREMENTS**: Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required; Grade 2: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing; Grade 3: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: A valid code B driving licence; Completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES**: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health...
care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with, MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES
Ms M Jonkerman at (021) 865 2634

POST 49/201
CHILD AND YOUTH CARE SUPERVISOR GRADE 1: PROFESSIONAL SERVICES (BONNYTOUN) REF NO: DSD 2018-143

SALARY: Grade 1: R187 560 - R211 101 per annum (OSD as prescribed)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 10 years’ appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B driving licence. Competencies: Knowledge of the following: Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Proven computer literacy in MS Office; Basic research and analytical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Facilitate and supervise the caring for and life space interventions of incidents; Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to subordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Monitor the implementation of the daily structured programmes; Supervise and perform clerical/administration functions.

ENQUIRIES: Ms M Jonkerman at (021) 865 2634

POST 49/202
ACCOUNTING CLERK: SALARY ADMINISTRATION REF NO: DSD 2018-146

SALARY: R163 563 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics; Public Service financial legislations, procedures and treasury regulations (PFMA, DORA, PSA, PPPFA, Financial manual; Basic financial operating systems (PERSAL, BAS, LOGIS, Etc.); Communication (verbal and written) skills in at least two of the three official languages of the Western Cape Province; Proven computer literacy.

DUTIES: Render financial accounting transactions: Receive invoices; Check invoices for correctness, verification and approval (internal control); Perform salary administration support services: Receive salary advices; Process advises (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.; Perform bookkeeping support services: Capture all financial transactions; Clear suspense accounts; Render a budget support service: Collect information from budget holders; Compare expenditure against budget.

ENQUIRIES: Mr J Joubert at (021) 483 6022

POST 49/203
ADMINISTRATION CLERK: LOGISTICAL SERVICES (CAPE WINELANDS), REF NO: DSD 2018-147

SALARY: R163 563 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Recommendations: 12 months relevant experience. Competencies: A good understanding of an office administration environment; Clerical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Good planning and organising skills.
DUTIES: Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide Supply Chain clerical support services: Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration services: Maintain a leave register for the component; Keep and maintain personnel records; Provide financial administration support services: Capture and update expenditure for the component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES: Mr A Mecuur at (021) 348 5300

POST 49/204: ADMINISTRATION CLERK: STAKEHOLDER MANAGEMENT REF NO: DSD 2018-153

SALARY: R163 563 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of clerical, data capturing and the working environment; Planning and organisation; Interpersonal relations; Flexibility; Teamwork; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
DUTIES: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
ENQUIRIES: Ms DA Dreyer at (021) 483 4013

POST 49/205: ADMINISTRATION CLERK: OLDER PERSONS REF NO: DSD 2018-145

SALARY: R163 563 per annum (Level 05)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification). Recommendations: 12 months’ relevant experience. Competencies: Knowledge of the following: Capturing data; Clerical; Working environment; Proven computer literacy; Planning and organisation skills; Ability to work in a team; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
ENQUIRIES: Ms D Fortuin at (021) 483 3992

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
CLOSING DATE: 21 January 2019
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

POST 49/206: SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: TPW 2018-317 (X3 POSTS)

SALARY: Grade A: R344 271- R371 130 per annum
Grade B: R391 854 - R422 139 per annum
Grade C: R448 035 - R527 772 per annum
(Salary will be determined as per OSD prescripts).

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

REQUIREMENTS:
Bachelor of Technology in Architecture (B Tech) or relevant qualification as recognised by South African Council for the Architectural Profession (SACAP); Minimum of 3 years post qualification experience as an Architectural Technologist; A valid code B driving licence; Compulsory registration with SACAP as a Senior Architectural Technologist. Competencies: Technical: Project Management knowledge and experience; Architectural planning; Research and development; Computer-aided architectural applications; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational skills; Proven computer literacy (MS Project, Word, Excel and PowerPoint).

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 and design; Detail design, landscape design and preparation of working drawings that will serve as a legal instruction to the building contractor and in the process supervise building to ensure that the buildings are built according to the working drawings; 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; 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; Develop, implement and maintain database; Research and Development: Keep up with new technologies and procedures; To liaise with relevant boards/councils on architectural-related matters.

ENQUIRIES:
Ms J. Thomas (021) 483 2004

POST 49/207:
DEPUTY DIRECTOR: TRANSPORT POLICIES AND STRATEGIES REF NO: TPW 2018-309

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

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

REQUIREMENTS:
An appropriate 3-year National Diploma/ B-Degree or equivalent qualification; A minimum of 3 years’ management experience; A valid code B driving licence. Recommendations: Experience in research and in policy and strategy development and analysis; Experience managing boards and sub committees, resolutions and minutes. Competencies: Extensive knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding transport; Programme / project management, research and planning procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Demonstrate the ability to engage in both independent research and as part of a team; Ability to access research sources; Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Ability to perform under pressure.

DUTIES:
To develop/review Policy Directives that are in line with National, Provincial and Municipal prescripts; Ensure compliance with the National Land Transport Act in terms of statutory planning; Provide input to line functions and stakeholders on policy and strategy development and implementation; Liaison and networking to facilitate and promotion of provincial transport policy and monitoring of implementation plans; Component Management, control, monitoring and reporting; Initiate and direct research and analysis of all aspects to stay abreast of advances in the relevant fields and implement best practice.

ENQUIRIES:
Mr M Brown at (021) 483 2604
POST 49/208: CHIEF PROVINCIAL INSPECTOR - TRAFFIC LAW ENFORCEMENT REF NO: TPW 2018-207

SALARY: R444 693 per annum (Level 10)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3 year Degree/Diploma or equivalent qualification; A minimum of 7 years working experience in the traffic law enforcement field; A minimum of 3 years supervisory experience; All valid driving licenses (A and EC); No criminal record. Recommendations: Registered as an authorised peace officer; Basic Traffic Diploma. Competencies: Knowledge in the following: Extensive knowledge of Traffic Management policies and regulations; Vehicle impoundment and inspections; Driving skills; Excellent Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Project Management skills; Financial Management skills; Negotiation skills; Customer Relationship Management skills.
DUTIES: Manage the implementation of operational law enforcement plan; Ensure effective and efficient leadership; Management of service delivery improvement; Management of Human Resources; Financial Management; Ensure effective and efficient Asset Management.
ENQUIRIES: Mr FN Payne at (021) 483 6085

POST 49/209: ASSISTANT DIRECTOR: COMPLIANCE MONITORING COORDINATION REF NO: TPW 2018-306

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification); A minimum of 3 years relevant experience. Recommendations: A valid code B driving licence; Working knowledge of web-based reporting systems. Competencies: Knowledge of the following: National, Provincial and departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures; Principles and processes for providing customer services; Compliance Monitoring and Reporting; Human Resource Management; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
DUTIES: Manage the EPWP related work area: Provide feedback reports to management, sector coordinators and district forum chairpersons; Liaise with stakeholders in terms of compliance monitoring related matters; Ensure capacity building of stakeholder on compliance monitoring matters; Financial Management: Determine and communicate financial requirements to execute assigned deliverables; Ensure the timeous submission of transport application forms; Ensure the control of unit assets; Human Resource Management: Ensure all staff has performance agreements; Conduct quarterly performance reviews.
ENQUIRIES: Mr J Smit at (021) 483 8533

POST 49/210: ASSISTANT DIRECTOR: PROVINCIAL REGULATORY ENTITY (WEST COAST) REF NO: TPW 2018-315

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree or equivalent qualification); A minimum of 3 years relevant experience; A valid code B driving licence. Competencies: Knowledge of the following: Public Management theory and practices; Organisation development, human capital management, institution performance system and processes of change social capital development; Modern systems of governance and administration; Policies of the government of the day; Inter-government and international relations; Communication, management, public relations, public participation and public transport; Financial management prescripts; Records management; Office administration; Transport legislation; Ability to handle conflict; Communication (written and verbal) skills in
at least two of the three official languages of the Western Cape; Conceptual, interpretive and formulation skills; Compute literacy skills.

**DUTIES**

Management of the processing of applications; Attendance of committee and hearings; management and administrative duties; Effective management of business processes by utilizing the reporting capabilities of Departmental IT System.

**ENQUIRIES**

Mr B Macmahon at (021) 483 0211

**POST 49/211**

**ASSISTANT DIRECTOR: REVENUE AND RECEIVABLES REF NO: TPW 2018-304**

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) in Financial Accounting or related; A minimum of 3 years' relevant experience in financial accounting experience at a supervisory level. Recommendations: Advanced MS Excel experience. Competencies: Knowledge of the following: Revenue and Debt Management; PFMA and applicable legislation; Proven computer literacy in MS Office with advanced proficiency in MS Excel; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Management skills; Analytical skills; Reporting and planning skills; Supervision skills.

**DUTIES**

Revenue Management: Manage the development and maintenance of policies and standard operating procedures; Management of Receivables: Manage the collection of fees; Manage the receipting system; Manage claims by the state; Disclosures in the financial statements and reporting according to GRAP 2: Manage the information of the disclosure of debtors in the financial statements; Analyse System reports: Access and interpret financial reports.

**ENQUIRIES**

Ms R Ceasar at (021) 483 4305

**POST 49/212**

**ASSISTANT DIRECTOR: BUDGET REVENUE AND EXPENDITURE REF NO: TPW 2018-318**

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years' supervisory experience in Financial Management or Financial Accounting. Recommendations: Advanced Excel and database development experience; Ability to interpret, apply and adhere to strict financial and legal deadlines/timeframes and concepts; A valid code B driving licence. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices; Budget Management, compilation and reporting; Interpret applicable policies, legislation, guidelines, standards, procedures and best practices; BAS and Persal Systems; Application of technology; Analytical and critical thinking skills; Financial management and cost accounting skills; Good interpersonal skills; Adaptability; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Report writing and formulations skills.

**DUTIES**

Responsible for budget planning for the department; Responsible for budget preparation for the department; Analysis of expenditure and revenue trends against departmental performance; Development and maintenance of databases and templates; Preparation of information for the Medium Term Expenditure Committee, the legislature, the Auditor-General and other line functionaries.

**ENQUIRIES**

Ms M Nicholas at (021) 483 4896

**POST 49/213**

**STATE ACCOUNTANT: MANAGEMENT ACCOUNTING (GMT) REF NO: TPW 2018-312**

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Management Accounting; A minimum of 2 years’ experience in Management
Accounting; A valid code B driving licence. Recommendations: Experience in the following: Human Resource Management; Management accounting; Administration of a Trading Entity; Revenue and expenditure recording and control; Compiling submissions; General office administration. Competencies: Knowledge of the following: The operation of a trading entity; GMT policies; National Treasury Regulations and Provincial Treasury Instructions; Budget process; PFMA; Financial Delegations; Fleet Administration; Human Resource Management; Disciplinary and grievance procedures; Ability to interpret relevant directives and policies; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Organisational and numerical skills; Financial reporting skills.

**DUTIES**: Input in the GMT budget process; Business improvement; Prepare input for statutory reporting; Manage costing (EEE); Manage the asset planning cycle.

**ENQUIRIES**: Mrs K Proctor-Fourie at (021) 467 4792

**POST 49/214**: SUPPLY CHAIN MANAGEMENT OFFICER: SUPPLY CHAIN MANAGEMENT (EDEN) REF NO: TPW 2018-303

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

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

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 1-year relevant experience; A valid driving licence. Recommendations: Working knowledge and experience in a Supply Chain Management environment. Competencies: A good understanding and application of the following: Labour Relations and Public Service procedures; National and Provincial government rules, regulations and legislation pertaining to supply chain management; BAS, LOGIS Electronic Purchasing System (EPS) or related systems; Report writing and formulation skills; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office); Interpersonal conflict and resolving problems; Team and people orientated.

**DUTIES**: Supervision, performance management and discipline of subordinates; Maintain an effective, efficient and economical supply chain; Execute all governance related matters in relation to bid committees; Maintain a sound control environment with appropriate segregation of duties; Coordinate the requirements for goods and services based on needs analysis and the compilation of specifications/terms of reference and process for approval; Conduct risk assessment on the SCM system and develop and implement a risk responsible plan; Take responsibility for acquisition management which includes the compilation and compliance of bid documentation, receipt and opening of bids, evaluation and adjudication, awarding of bids and contract administration.

**ENQUIRIES**: Mr J.C Prodehl at (044) 272 6071

**POST 49/215**: HUMAN RIGHTS OFFICER: OPERATIONAL SUPPORT REF NO: TPW 2018-316

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

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

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 3-years relevant experience; A valid code B driving licence (Manual) Competencies: Knowledge of the following: Application of relevant legislation; National and provincial policies on human rights, gender, disabilities, youth and children; Transversal HIV/AIDS policy; Human rights policies and practices; Transformation processes; Employment equity processes; Affirmative action process; Departmental Strategic and Service Delivery Plan; Departmental objectives; Departmental operational strategies; Working knowledge of systems (e.g. ECM); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office.

**DUTIES**: The responsibility for department integration of human rights issues while also driving external programmes as per Human Rights Strategic Framework; The implementation of departmental policies and programmes with a focus on human rights in the department; The provision of guidance, advice and support on human
rights policies and practices to all stakeholders; The co-ordination of specific
gender, disability and youth training for all staff to ensure that the human rights are
integrated into all aspects of the work; The establishment of partnerships and
facilitation of inter-sectoral collaboration between the department, NGO's and civil
organisations with a focus on gender, disability, youth and children and related to
Transport and Public Works; Acting as link to the Provincial Directorate human
rights and this department; People management and empowerment; Management
and supervision of staff (administration clerk); Formulate submissions on gender,
youth and disability related issues; Coordinating and collate consolidated
departmental inputs/reports to the CSC as required.

ENQUIRIES
: Mr C Marx at (021) 483 5605

POST 49/216
: ADMINISTRATIVE OFFICER: (INFORMATION LIBRARY SERVICE):
KNOWLEDGE MANAGEMENT AND INFORMATION SERVICE REF NO: TPW
2018-307

SALARY
: R242 475 per annum (Level 07)
CENTRE
: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher
qualification); Minimum of 3 years’ experience in rendering a support service to
librarian or manager; A valid code B driving licence. Recommendations: Working
knowledge and experience in a Supply Chain Management environment. Competencies:
Knowledge of the following: Library and information science matters; Prescripts,
legislation, procedures and processes; Public Finance Management Act (PFMA); Applicable legislation and regulatory requirements,
polices and standards; Communication (written and verbal) skills in at least two of
the three official languages of the Western Cape; Proven computer literacy;
Planning and organising; Presenting; Problem solving; Interpersonal relationship
skills; Numeracy skills and video editing skills.

DUTIES
: Identify the appropriate library and electronic resource needs; identify and record
library resources that are due for discarding; Review material from publisher
catalogues and various databases; Check-in new and returned material; Compare
sections with card catalogue/electronic records; Assess the current collection to
identify the needs for collection development; Pre-select and display library
material; Participate in relevant meeting; Render administrative support services;
Assist with: Electronic database management; Submissions; Business cases and
report writing.

ENQUIRIES
: Mr R Brown at (021) 483 6201