PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 50 OF 2018
DATE ISSUED: 14 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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ANNEXURE A

DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

It is the Department’s intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS: Please forward your application, quoting the relevant reference number, to the Department of Agriculture, Forestry and Fisheries, Directorate: Human Resources Management, Private Bag X250, Pretoria, 0001 or hand deliver at Department of Agriculture, Forestry and Fisheries, Room: F-GF-06, Agriculture Place Building Reception, 20 Steve Biko Street (Formerly Beatrix Street), Arcadia, Pretoria.

FOR ATTENTION: Mr MG Matloga

CLOSING DATE: 11 January 2019

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at http://www.daff.co.za/doaDev/doc/Z83.pdf which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver’s license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). 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 of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, fax or online, must be legible and must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. NB: 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 tool.”

MANAGEMENT ECHELON

POST 50/01: DEPUTY DIRECTOR-GENERAL: ECONOMIC DEVELOPMENT, TRADE AND MARKETING REF NO: 7/2018

SALARY: Remuneration package: R1 446 378 per annum (Level 15) (the all-inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules). The successful candidate must enter into a performance agreement and sign an employment contract.

CENTRE: Pretoria

REQUIREMENTS: It will be expected of the ideal candidate to possess an undergraduate qualification and a postgraduate qualification (NQF level 8 as recognized by SAQA) coupled with 8 to 10 years of experience at a senior managerial level. Applicants must have
sound knowledge and understanding of the following: All relevant legislation and regulations that govern the Public Service, including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations, the Public Service Act, 1994 (Act 103 of 1994), the Labour Relations Act, 1995 (Act 66 of 1995) (LRA), the White Paper on the Transformation of Public Service (Batho Pele), etc. South African government imperatives, priorities and sector requirements. Government policies and priorities in terms of Agriculture, Forestry and Fisheries. Trade and international environments within which South Africa operates. Government’s vision in terms of the international forum and the intergovernmental relations framework. Agriculture, Forestry and Fisheries sector, Public Administration, various structures and programmes (SADC, NEPAD, AU, UN). Relevant regional conventions and protocols. A valid driver’s licence is a prerequisite.

**DUTIES**

The incumbent’s key responsibilities will include, inter alia, the following: Provide strategic advice, leadership and direction in the development and implementation of policies and programmes in order to promote economic growth and development: Provide direction and guidance in the development of national policies and programmes aimed at increasing levels of private/public investments in the sector. Provide direction and guidance in the development of national policies and programmes aimed at increasing market access for agriculture, fisheries and forestry products, domestically and internationally. Provide direction and guidance in the development of national policies and programmes aimed at increasing sustainable/viable co-operatives and rural enterprises. Provide direction and guidance in the development of national trade policies and programmes aimed at increasing equitable access to markets. Oversee and support the implementation of economic development, trade and marketing policies and programmes. Provide strategic and policy advice to the Executive Authority and Head of Department of Agriculture, Forestry and Fisheries with regards to international relations, trade, marketing and cooperative and rural enterprise development. Guide, facilitate and promote the participation of emerging business within the Agriculture, Forestry and Fisheries sectors: Promote and create an environment for the effective functioning of BBBEE sector charter councils. Oversee and provide guidance in the setting of norms, standards and minimum service delivery standards for BBBEE. Oversee and provide advice in the setting of norms and standards for co-operatives and rural enterprise development. Provide guidance in the formulation of BBBEE sector policies, norms and standards, taking into account government priorities. Oversee the development and implementation of BEE sector codes. Oversee compliance with sector charters and provide advice in respect of effective implementation where required. Oversee and facilitate the development and implementation of strategies for DAFF co-operatives. Provide leadership and guidance to the department’s international relations and trade initiatives and activities: Liaise with the relevant departments (specifically the Department of Trade and Industry and the Department of International Relations and Co-operation) on key and strategic international relations and trade matters. Ensure departmental representation in trade forum negotiations, meetings and conventions. Oversee, guide and support bilateral and multilateral relations and engagements with governments, agriculture, forestry and fisheries organisations and forums in Africa and the rest of the world. Oversee the implementation of trade agreements, treaties and conventions with trade partners. Provide strategic direction and guidance to ensure that the South African government (broadly) and the department (specifically) meet its international commitments and obligations. Provide guidance and support in respect of international protocols. Provide leadership and guidance in creating market access for agriculture, forestry and fisheries products: Oversee the provision of support to emerging/developing sector players and established sector role players. Oversee the management of relationships with other key role players in respect of the promotion of agro processing, e.g. DTI. Ensure liaison with the National Agricultural Marketing Council and other relevant institutions. Provide strategic direction and guidance with regards to the management of resources within the Branch: Provide support to the Ministry and DG in relation to the development of solutions for challenges specific to the Branch to ensure delivery of the Branch related key results areas (including playing a direct role regarding inputs into
strategy, being accountable for relevant inputs to parliamentary committee meetings, cluster meetings implementation of the sector plan). Articulate the departmental strategy consistent with the MTSF and relevant to the Branch’s programmes and support the DG in leading the implementation thereof. Ensure synchronization of the deliverables of the department with those of the Provincial departments of Agriculture, other government entities reporting to the department and relevant sectoral institutions. Develop service level agreements with Provincial departments of Agriculture and other relevant State Owned Entities consistent with the sector priorities. Mobilise and allocate resources in accordance with the defined priorities. Assume a central coordination role in relation to the functions of the Branch with all stakeholders, including provincial coordination. Take overall financial and management responsibility for the Branch and ensure the management and development of human resources.

**ENQUIRIES**

Mr SIS Ntombela Tel No: (012) 319 7213

**NOTE**

The Department is looking to appoint a vibrant, innovative individual with a proven track record in leading international trade, international relations and enterprise development to their Economic Development, Trade and Marketing Branch. The successful incumbent will report to the Director-General and provide strategic direction and leadership with regard to the promotion of international trade and relations and enterprise development, ensure value chain competitiveness and facilitate market access for agriculture, forestry and fisheries products in support of economic growth, job creation and development.

**POST 50/02**

**DEPUTY DIRECTOR-GENERAL: FORESTRY AND NATURAL RESOURCES MANAGEMENT**

**REF NO:** 8 /2018

**SALARY**

Remuneration package: R1 446 378 per annum (Level 15) (the all-inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules). The successful candidate must enter into a performance agreement and sign an employment contract.

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

The position of Deputy Director General Forestry and Natural Resources Management is available for the ideal candidate to possess an undergraduate qualification and a post graduate qualification (NQF level 8 as recognized by SAQA) coupled with 8 to 10 years of experience at a senior managerial level. Applicants must have sound knowledge and understanding of the following: All relevant legislation and regulations that govern the Public Service, including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations, the Public Service Act, 1994 (Act 103 of 1994), the Labour Relations Act, 1995 (Act 66 of 1995) (LRA), the White Paper on the Transformation of Public Service (Batho Pele) etc. The incumbent should also possess extensive knowledge of a wide range of activities such as financial management, technical standards/procedures and the needs and priorities of stakeholders. The successful candidate will be required to provide strategic direction and leadership to the branch and to the sector, promote the sustainable management, use, and protection of natural resources and plantations to promote and achieve social and economic development.

**DUTIES**

The incumbent will be required to provide strategic direction and leadership to the Department with regards to the promotion of the sustainable management, use, and protection of forests and natural resources to promote and achieve social and economic benefits and development. Provide strategic and policy leadership with regards to sustainable forestry production and natural resources management. Oversee the administration of national forestry and natural resources management regulatory services. Promote risk management to ensure sustainable forestry and natural resources management. Oversee the management of forestry operations, transfers and land management. Oversee the Department’s participation in national, regional and international structures for purposes of promoting and managing sustainable forestry, and natural resources management. Provide strategic direction and guidance with regards to the management of resources within the Branch. A valid driver's licence is a prerequisite.

**ENQUIRIES**

Mr SIS Ntombela Tel No: (012) 319 7213
NOTE: The Department is looking to appoint a vibrant, innovative individual with a proven track record in leading the Department with regards to sustainable forestry production and natural resources management to the Forestry and Natural Resources Management Branch. The successful incumbent will report to the Director-General and provide strategic direction and leadership with regard to the protection of forests and natural resources to achieve social and economic benefits and to promote development.
DEPARTMENT OF COOPERATIVE GOVERNANCE

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

APPLICATIONS: Applications may be posted to URS Response Handling, P O Box 11506, Tshwane 0001; submitted electronically via email: cogta30@ursonline.co.za; or via fax: 086 415 5709.

FOR ATTENTION: URS Response Handling Tel No: 012 811 1900
CLOSING DATE: 04 January 2019
NOTE: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID, all qualifications and all academic records. 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. This is a Senior Management post. Candidates should therefore possess managerial skills. Candidates who are short-listed, could expect to undergo management competency assessments. Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and advanced presentation/public speaking skills.

MANAGEMENT ECHELON

POST 50/03: DIRECTOR: CONTRACT MANAGEMENT REF NO: 25403/01

SALARY: An all-inclusive remuneration package of R1 005 063 per annum (Level 13). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: Pretoria

REQUIREMENTS: A four year LLB Degree qualification (NQF level 7) or a legal qualification (NQF level 7) as recognized by SAQA with 5 years’ relevant work experience at middle/senior management level. Technical competencies: Contract drafting and review. Due diligence process. Risk assessment process. Drafting and review of Service Level Agreements.

DUTIES: The incumbent will perform the following duties: Manage the provision of legal advice pertaining to compilation of contracts, terms of reference including service level agreements and memorandum of understanding. Monitor and perform
contract tracking and oversight of compliance with procedures for contract management. Manage the development and implementation of effective performance measurement system for contracts and enforce compliance on contractual obligations by all parties.

ENQUIRIES

: Mr J Tidimane Tel No: (012) 334 0734
APPLICATIONS : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or hand-delivered to: Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. (Please use reference number not Post number).

CLOSING DATE : 28 December 2018 at 16:00

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

OTHER POSTS

POST 50/04 : ASSISTANT DIRECTOR REF NO: CFO 18/11/1
Finance Management Division
Chief Directorate Budget Management
SA Air Force Budget Management Office

SALARY : R356 289 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirements: Three years B Degree/National Diploma in Finance/Accounting. A minimum of three years relevant experience in the budget management environment at a level of Senior State Accountant or equivalent. Have knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations (TRs) and related prescripts. Sound knowledge of estimating, budgeting and budget control in the Public Service. A good working knowledge of Financial Management Systems (FMS)/BAS or any other Financial System will be an added advantage. Information Centre (IC) qualified. Ability to analyse and interpret Policies, Instructions and Regulations. Ability to work under pressure and meet deadlines. Ability to work after hours at short notice. Ability to effectively function as part of a team. Knowledge of computer skills MS Excel,
Word and PowerPoint. Well-developed presentation skills, report writing skills and ability to present budget control reports to top management for decision making. Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analysing ability. Possession of a valid driver’s license/military driver’s license to conduct official duties and attend meetings. In possession of or able to obtain a DOD confidential security clearance.

DUTIES
- Executing of all budgeting and budget control duties and responsibilities, as specified in the PFMA, TRs as well as DOD Policies, Instructions and Regulations. Facilitate the transformation of the Air Command Other Directors Budget holders Annual Performance Plan into monetary terms for the Medium Term Expenditure Framework (MTEF) maintain a costing database for the Air Command Other Directors that is valid, accurate and reliable. Provision of expenditure trends, performance management reporting on expenditure of the Air Command Other Directors Budget holders through development of IC report and graphic presentations. Facilitate the Financial Authorisation (FA) process in the Air Command Other Directors. Assist in handling Audit Queries, conduct preliminary investigations (PI’s) in respect of potential irregularities. Assist in compilation of delegations with regard to the management of essential resources in the SA Air Force. Monitor the Air Command Other Directors in-year expenditure trends and advise on methods to address deviations provision of financial inputs to the Air Command Other Directors Budget holders in preparations of their attendances to Councils and Committees. Attendance of the SA Air Budget Control Committees meetings and other Council and Committees. Ensure the safekeeping of all transaction supporting documentation, files and data for Audit purposes in accordance with prescripts. Provide training, guidance and development of subordinate personnel. Managing and supervising all resources resorting under control of this post.

ENQUIRIES
- Mr S.R. Molekwa Tel No: (012) 312 2209

POST
- FINANCE CLERK SUPERVISOR REF NO: CFO 18/11/2

SALARY
- R242 475 per annum (Level 07)

CENTRE
- Fin ETD Centre, Thaba Tshwane, Pretoria.

REQUIREMENTS
- Minimum requirements: Three year B Degree/National Diploma in HR/Public Administration related field with a minimum of two years’ experience in training administration environment or Grade 12 certificate with a minimum of three years’ experience in training administration environment. Knowledge: PERSAL/PERSOL, Knowledge of FMS/BAS and any other financial system. Ability to correctly interpret and apply policies and regulations. Knowledge of the SDA, PSA, SDLA, PFMA, LRA and EEA. Knowledge of the Public Service ETD policies. Skills: Proven Computer literacy (Office packages), excellent verbal and written communication skills. Good inter-personal, analytical and innovative thinking abilities. Ability to work as an individual and in a team. Able to work accurately under pressure. Added advantages: A valid RSA driver’s license/Military drivers licence.

DUTIES

ENQUIRIES
- Ms M. Wehl, Tel No: (012) 674 4626/ 4628/9
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

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

FOR ATTENTION: Ms Felicia Mahlaba – Recruitment

CLOSING DATE: 28 December 2018 12H00 No late applications will be considered.

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

OTHER POST

POST 50/06: EB ADMINISTRATOR: BENEFITS APPLICATION PROCESSING REF NO: EB_ADMIN-OPS/2018/12-22C
12 months fixed term contract
Employee Benefits - Backlog Project
The purpose of the role is to provide administrative support for the processing and payments of claims.

SALARY: R196 407 (Level 06) plus 37% in lieu of benefits

CENTRE: Pretoria Head Office

REQUIREMENTS: An appropriate three (3) year tertiary qualification (in administration/finance) with 18 months proven administration/processing experience in Retirement

**DUTIES**: The successful incumbent will be responsible for a wide variety of tasks which include the following but not limited to: administration, membership, payments, unclaimed or unpaid cases, pre-verification and contribution management:

- **Process Claims**: Review applications/claims received for various types of exits or claims. Checking that all supporting documentation is attached as per the requirements of the specific scheme/fund. Evaluate the member records reflected in the documentation and update accordingly to ensure accurate information is reflected. Request member’s information for inclusion in the benefits application form, where missing information is identified. Process payment of claims: Review the initial payment, based on a review of the particulars of the case. Reconcile purchase of service figures, checking that all outstanding service has been calculated correctly for payments. Upload supporting documentation for benefit payments, ensuring accuracy. Checking whether children indicated qualify as dependents according to set criteria, for instructions for payments. Review the calculation against the information available on the member records, confirming whether correct or supplying reasons for rejection. Review the summary of rejected applications/claims; identifying reasons for rejection based on rules of various funds/scheme. Route the rejected applications/claims – in terms of the standard procedure. Ensure that all exceptions (where applicable) related to death distributions, service period recognition verification, fraud and risk issues, contribution adjustments, benefit distribution verification, payment reversals, unclaimed benefits, standard legal issues and the updating of banking details have been resolved in accordance with the relevant policies and procedures. Check that all documentation required for payment is attached and that the correct benefit is being paid to the member, based on established criteria. Review the benefit application form and validate the content. Initiate the payment instruction.

**ENQUIRIES** : Ms Felicia Mahlab Tel No: 012 319 1455

**NOTE**: Various EB Administrator positions at EB Operations (Backlog) are currently available at the Government Pensions Administration Agency. These positions will be filled on a 12 months fixed term contract. Preference may be given to candidates who previously worked at the GPAA and were not dismissed or left due to ill health and who has exposure to membership, payments, unclaimed and unpaid cases, pre-verification, and contribution management.
ANNEXURE E

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: 07 January 2019

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

ERRATUM: Kindly note that the post of Chief Master: Masters Operation with Ref No: 18/226/MAS, advertised in the PSVC 49 dated 07 December 2018 has been withdrawn. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

POST 50/07: DIRECTOR: LEGAL SERVICES (X2 POSTS)

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

CENTRE: Regional Office Limpopo Ref No: 35/18/LMP
Regional Office, Durban Ref No: 18/31/KZN

REQUIREMENTS: LLB or appropriate equivalent four year legal degree (NQF 7); A post graduate qualification in International Law/Relations will be an added advantage. A minimum of five years at Middle/Senior Management Level; Relevant work experience in the field of law, understanding of constitutional matters and International law will be an advantage; Sound knowledge of the South African Legal System; Knowledge and application of the Microsoft suite. A valid driver’s licence; Skills and Competencies: Strategic capabilities and leadership; Project management; Planning and organising; Financial management; Change management; Research and Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity; Computer skills (MS Office); Presentation and facilitation.

DUTIES: Key Performance Areas: Provide leadership and strategic direction to the unit; Ensure that the key performance indicators in the Department’s Strategic Plan that fall within the mandate of the Directorate Legal Services are met; Draft legal documents and give legal advice to the Regional Office and other organs of the State within the Region on interpretation and execution of powers; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments, prosecutions, judiciary and communities on programmes around crime prevention; Manage State Losses and liability; Oversee the smooth functioning of specialized courts in the province i.e. Sexual Offences, Family, Equality, Community Court Municipal Courts and the Regional Civil Courts; Promote Victim- centric services within courts; Conduct
Community Awareness Campaigns on Legislation administered by the Department; Co-ordinate programmes related to children in custody, awaiting trial prisoners, transformation of the sheriffs profession, Small Claims court, and the lay assessors system; Act as a Departmental Gender Focal person in the Province and promote the Departmental initiatives in respect of the LGBTI community; Identify and ensure that the training needs within the courts in respect of Specialized Services are met.

ENQUIRIES:
Limpopo: Mr Masemola TD. Tel No: (015) 287 2025 or Mr Maakameda TP. Tel No: (015) 287 2026
KwaZulu-Natal: Mr JN Mdaka Tel No: (031) 372 3000

APPLICATIONS:
Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
KwaZulu-Natal: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

OTHER POSTS
POST 50/08: SENIOR FAMILY ADVOCATE LP 9 REF NO: 147/18/FA/WC

SALARY: R934 428 – R1 460 616 per annum (Salary will be in accordance with OSD determination) (The successful candidate will be required to sign a performance agreement)

CENTRE: Office of the Family Advocate, Worcester

REQUIREMENTS: An LLB Degree or recognised four (4) year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate or Attorney of High Court; The right of appearance in the High Court of South Africa; A valid driver’s licence. Skills and Competencies: Good communication skills (both verbally and writing); Operations Management; Research, investigation, monitoring, evaluation and report writing skills with attention to detail; Analytic thinking; Dispute and Conflict Resolution Skills; Information management.

DUTIES: Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction (Head of Office); Provide effective people management and deal with complex enquiries; Identify and implement Risk Management Plan.

ENQUIRIES: Advocate S. Ebrahim 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 50/09: FAMILY COUNSELLOR MANAGER REF NO: 23/18/NC

SALARY: R755 598 – R1 045 935 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Office of the Family Advocate, Kimberley

REQUIREMENTS: Bachelors Degree in Social Work or equivalent qualification; At least 10 years appropriate experience after registration with the in SA Council for Social Service Professions (SACSSP); Experience in management in the field of Child Care and Protection or related environment will be added advantage; Proof of current registration with SACSSP; Knowledge and understanding of legislation and treaties relevant to domestic and international Child protection, the PFMA and Treasury Regulations; Experience in statutory social work and in being an expert witness in court; Knowledge of integrated approach in provision of services to families and children in civil legal disputes in accordance with domestic law and international treaties as well as expert knowledge of Child Care and Protection services; Valid Driver’s license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Project management; Mediation skills; Planning and organisational skills; Forensic report writing. Knowledge on the assessment of children; Strategic management capability; Leadership.
**DUTIES**: Key Performance Areas: Manage the institutional performance of the Family Counsellor profession in the province; Ensure continuous improvement of family counselor service; Implementation and monitoring of family counselor profession related programmes, including norms and national uniform standards; policies, protocols and procedures; Manage, monitor and quality assure the institutional performance of family counselor profession including Family Counsellor Supervision Services; Manage and monitor Family Counsellor output and capture monthly, quarterly and annual performance information accurately in respect of the work of Family Counsellors in the Province; Co-ordinate Reg 6 requests to and from Provinces; Provide expert guidance to Family Counsellors and Supervisors on the implementation of Child Protection, domestic and international legislation policies; Strengthen partnerships with relevant government Departments, NGOs and the SACSSP; Keep up to date with new developments in the social work and management fields and advice the Principal Family Advocate and the Department on all relevant matters within the Social Work Field.

**ENQUIRIES**: Adv. P.M. Molokwane Tel No: (053) 838 4567

**APPLICATIONS**: If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

**NOTE**: Applicants will be subjected to a skills and/or competency assessment.

**POST 50/10**: DEPUTY DIRECTOR: IT SECURITY SPECIALIST REF NO: 18/235/ISM
3 years contract appointment

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

**CENTRE**: National Office: Pretoria

**REQUIREMENTS**: A National Diploma/ Degree in Information System/ Technology/ Computer Science or equivalent qualification at NQF6; 5 years IT security environment experience which includes 3 years IT security management; Relevant IT Security Management certifications (e.g. CISSP, CCNP, CCSE, CISM, CRISC) will be an added advantage; A valid driver’s license. Skills and Competencies: Toolset knowledge (e.g. CISSP, CCNP, CCSE, CISM or CRISC); Communication skills (written and verbal); Good interpersonal skills; Creative and analytical; Ability to work independently and under pressure; Attention to detail.

**DUTIES**: Key Performance Areas: Develop a strategy for the management of the Department’s IT Security Operations Centre; Manage IT security risk assessments and report on solutions and ways to minimize and mitigate security threats; Develop strategies to handle security incidents and trigger investigations; Develop and implement a business continuity plan to ensure seamless operations during a security breach or during disaster recovery process; Manage deliverables from vendor/ suppliers and other organizational delivery entities.

**ENQUIRIES**: Ms. M. Qhamakoane Tel No: (012) 357 8591

**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 50/11**: DEPUTY DIRECTOR: TECHNICAL PERFORMANCE MONITORING
SPECIALIST REF NO: 18/234/ISM
3 Years Contract Appointment

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

**CENTRE**: National Office, Pretoria

**REQUIREMENTS**: A National Diploma / Degree in Information Technology or Technical Infrastructure or equivalent qualifications at NQF level 6; Five (5) years IT Infrastructure technical
experience; Relevant technical certifications will be an added advantage (e.g. MCSE, N+, Security+); Experience in APM and Platform implementation projects on medium to large scale infrastructure will be an added advantage; A valid driver’s license. Skills and Competencies: Toolset knowledge e.g. Micro focus (OpsBridg, Synthetic, B/M-RUM, APM, Analytic etc.); Problem solving skills; Creative and analytical; Ability to work independently and under pressure; Attention to details.

**DUTIES**

Key Performance Areas: Coordinate the Department’s enterprise monitoring strategy and capability roadmap; Develop and maintain online monitors, dashboards, reports and scripts; Provide monitoring expertise to development and production support team; Provide inputs into monitoring tool requirements, selection and implementation in line with industry best practice; Enhance and maintain various monitoring systems to enable proactive management for internal and external facing (web based) applications. Manage deliverables from vendor/suppliers and other organizational delivery entities.

**ENQUIRIES**

Ms. M Qhamakoane Tel No: (012) 357-8591

**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.
**DUTIES**

Key Performance Areas: Represent the State in litigation and Appeal in the High Court, Magistrates’ Court, Labour Court, Land Claims, Tax and Tax Tribunals; Furnish legal advice and opinion to client departments; Provide supervision and training to other professional staff; Draft and/or settle all types of agreements on behalf of the various clients; Deal with all forms of arbitration, including inter-departmental arbitrations; Attend to Liquidation and Insolvency queries, register Trusts and Debt Collection.

**ENQUIRIES**

Mr. M. Kooko Tel No: (012) 315 1164

**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. A current certificate of good standing from the relevant Law Society must accompany the application.

**POST 50/14**

ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 146/18/FA/WC

**SALARY**

R356 289 – R419 679 per annum (The successful candidate will be required to sign a performance agreement)

**CENTRE**

Office of the Family Advocate, Cape Town

**REQUIREMENTS**

A Bachelor’s Degree in Public Administration or equivalent qualification; Three (3) years’ experience in management; Knowledge of Public Service, legislation and prescripts; Knowledge of Public Finance Management Act, Treasury Regulations and Departmental Financial Instructions; Basic knowledge of the core functions of the Office of the Family Advocate; A valid driver’s license. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Conduct legal research; Good interpersonal relations

**DUTIES**

Key Performance Areas: Manage and monitor performance management process in the office of the Principal Family Advocate; Manage and monitor Human Resources related functions; Manage assets, procurement and budget functions; Assist with case flow management and ensure compliance with all monthly statistical and financial reports; Monitor and manage all risk identified in the office

**ENQUIRIES**

Advocate S Ebrahim 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 50/15**

ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: 18/224/HR

**SALARY**

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

**CENTRE**

National Office, Pretoria

**REQUIREMENTS**

3 year Degree/National Diploma in Human Resource Management or equivalent qualification at NOF 6; A minimum of 5 years relevant experience in the field of Human Resource Administration within the Public Service; Knowledge of PERSAL System; Knowledge of relevant HR management legislation and directives. Skills and Competencies: Computer literacy (MS Word, Outlook and Persal); Planning and organizing skills; Good interpersonal relations and communication skills; Ability to work independently in a highly pressured environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills.

**DUTIES**

Key Performance Areas: Manage and co-ordinate HR administration within the department; Manage conditions of service and service benefits (leave, Housing, terminations, long service recognition, overtime, relocation, pensions, etc.; Manage and render HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, reference checks, etc); Manage performance management processes; Provide effective people management.

**ENQUIRIES**

Ms. M Qhamakoane Tel No: (012) 357 8591

**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 50/16: ASSISTANT DIRECTOR: FRAUD AND CORRUPTION PREVENTION REF NO: 18/229/CFO

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

CENTRE: National Office: Pretoria

REQUIREMENTS: A Bachelor’s Degree in Public Administration/ Management or equivalent qualification; 3 years relevant experience in fraud and corruption prevention including investigations and public service anti-fraud and anti-corruption policies and strategies; A valid driver’s license. Skills and Competencies: Computer literacy (MS Office); Communication skills (written and verbal); Problem solving skills; Presentation/ facilitation skills; Basic financial management skills; Interpersonal skills; Project management skills.

DUTIES: Key Performance Areas: Facilitate the development and implementation of Fraud and Corruption Prevention Strategy/ Plan in the Department; Review and evaluate anti-corruption capacity a measures within the Department; Administer financial disclosures within the department and provide advisory services on ethical issues; Monitor and evaluate integrity systems and processes within the Department; Manage resources (human, financial and assets) in compliance with PFMA and relevant regulatory framework.

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

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

NOTE: People with disability are encouraged to apply.

POST 50/17: ASSISTANT DIRECTOR: DECISION SUPPORT REF NO: 18/201/COO

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

CENTRE: National Office: Pretoria

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

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

ENQUIRIES: Mr. O. Melato Tel No: (012) 315 1351

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

NOTE: People with disabilities are encouraged to apply.

POST 50/18: ASSISTANT DIRECTOR: COMMUNITY OUTREACH REF NO: 18/222/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 appropriated recognised 3 year Bachelor’s degree in Communication Services and Social Science or equivalent. A minimum 3 years experience in a Public Education/Communication 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: Conduct research into the needs and perceptions of communities with regards to the services offered by the department; Coordinate outreach activities such as school visits, community sessions, exhibitions 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.

**ENQUIRIES**

Ms. D. Modibane Tel No: (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 50/19**

**IT CO-ORDINATOR REF NO: 18/72/KZN**

**SALARY**

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

**CENTRE**

Magistrate Court, Durban - Ethekwini District Metro

**REQUIREMENTS**

Diploma (NQF6) in Information Technology / other related degree, with training / project management modules; 4 (Four) years’ experience in rendering an IT related LAN Support service; Any accredited IT certificate with 5 (five) years working experience in an IT related working environment; 2 (two) years’ experience in training and project management; 1 (one) year experience in Network Administrator and Help-Desk first line support; 1 (one) year experience in System Management; A valid driver’s license. Skills and Competencies: Communication (written and oral skills; Computer skills (MS Word, PowerPoint, Outlook and Internet, etc.); Problem solving and Analysis; Change Management; Presentation skills; Project Management; Ability to offer lessons and practical training; Interpersonal relations; Planning and organizing; Customer service orientation; Ability to work independently, under pressure and meet deadlines; Understanding of confidentiality in government; Diversity Management.

**DUTIES**

Key Performance Areas: Provide/conduct functional training on Business System Applications; Provide application first line support and liaison with the end – user on LAN Support; Liaise with contracted service providers at the regions; Conduct infrastructural assessment (Applications Support) and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end-user assistance with IT solutions and systems in the regions; Compile provincial reports on the IT system usage and Project Status reports.

**ENQUIRIES**

Mr. J. N. Mdaka Tel No: (031) 372 3000

**APPLICATIONS**

Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

**POST 50/20**

**SOCIAL WORK SUPERVISOR POST REF NO: 81/18EC**

**SALARY**

R341 322 - R395 685 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Family Advocate: Port Elizabeth (Post to be Seconded to Graaff-Reinet)

**REQUIREMENTS**

Bachelors Degree in Social Work which allows for professional registration with the SACSSP; Professional registration with the SACSSP as a Social Worker; A minimum of 5 years appropriate experience in social work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in evidence, knowledge and application of family law, including mediation in certain divorce matters Act, maintenance Act and Domestic Violence Act, children’s Act( inclusive of Hague Convention on international child abduction); A valid drivers licence; Social work supervisory experience will be an
added advantage. Skills and competencies: Supervisory Skills; Computer literacy (MS Office); Communication skills (verbal and written); Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

**DUTIES**

Key Performance Areas: Supervise the work of Family Counsellors; Provide mentoring and professional guidance to the Family Counsellors in the office and monitor case flow management of family counsellors; Quality assure and evaluate information, recommendations made in the best interest of children in Family Law disputes & quality assure family counsellor services; Conduct mediation and/or inquiries as part of a multi-disciplinary team in matters relating to parental responsibilities and rights, specifically but not limited to care, contact and guardianship, child abduction and related Family Law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to township and rural areas to conduct inquiries and interview parties and source references in the Family Law disputes, alternatively ensure that Family Counsellors are doing so; Report on the performance of the Family Counsellors in the office to the Head of Office.

**ENQUIRIES**

Mrs. M. De Lange @ 041-5081300

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200

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**POST 50/21**

**ADMINISTRATIVE OFFICER REF NO: 18/74/KZN**

**SALARY**

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

**CENTRE**

Magistrate’s Court, Mooi River

**REQUIREMENTS**

A Bachelor’s degree in Administration or equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, Organizational and problem solving skills; Customer orientation; Ability to interpret and apply policies; Able to work accurately, under pressure and work independently; Attention to details.

**DUTIES**

Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice.

**ENQUIRIES**

Mr J.N. Mdaka Tel No: (031) 372 3000

**APPLICATIONS**

Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

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**POST 50/22**

**LABOUR RELATIONS OFFICER REF NO: 18/52/FS**

**SALARY**

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

**CENTRE**

Regional Office, Bloemfontein

**REQUIREMENTS**

A three years Bachelor Degree / National Diploma in Labour Relations/Public Administration Management/Human Resource qualification. A minimum of (3) three to five years appropriate experience. Experience in Conciliation and Arbitration cases will be an added advantage; Knowledge of Labour Law will be an added advantage; A valid driver’s license. Skills and Competencies: Communication skills (verbal and written). Interpersonal relations. Problem solving skills and analytic thinking: Ability to work under pressure. Computer Literacy (MS Office: Word, Excel and Power Point).
DUTIES

Key Performance Areas: Promote sound labour relations in the Department. Supervise the activities of subordinates entrusted with the co-ordination and administration of grievances, disciplinary hearings and Labour Relations Circulars. Implement Labour Relations Procedures in terms of grievances and disciplinary hearings in the Public Service. Handle dispute resolution in the GPSSBC, PSCBC, CCMA. Consult with the State Attorney on more complex cases. Conduct research on Labour Relation matters and provide advice accordingly.

ENQUIRIES
Ms N Dywili Tel No: (051) 407 1800

APPLICATIONS
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.

POST 50/23
ASSISTANT STATE ATTORNEY, LP3-LP4 REF NO: 18/233/SA

SALARY
R283 854 – R805 179. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE
State Attorney: Mthatha

REQUIREMENTS
An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court of South Africa will be an added advantage; A valid driver’s license; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES
Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour Court, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection. A current certificate of good standing from the relevant law Society must accompany the application.

ENQUIRIES
Mr. M. Kooko Tel No: (012) 315 1164

APPLICATIONS
Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X61, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE
People with disabilities are encouraged to apply.

POST 50/24
SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-4 REF NO: 2018/88/GP (X2 POSTS)

SALARY
R242 553 – R549 837 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE
Family Advocate, Johannesburg

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

DUTIES
Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate.
ENQUIRIES: Ms. P Raadt Tel No: (011) 332 9000
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 or physical address; Regional Office Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruijs street, Johannesburg

POST 50/25: ADMINISTRATIVE OFFICER: FRAUD AND CORRUPTION PREVENTION REF NO: 18/228/CFO (X2 POSTS)

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

CENTRE: National Office: Pretoria

REQUIREMENTS: A National Diploma in Public Administration/Public Management or equivalent qualification; At least 1 year experience in the anti-corruption/ethics/combating and prevention of corruption and fraud; Knowledge of labour relations, general public administration and financial management; A valid driver’s license. Skills and Competencies: Computer literacy (MS Office Word, Excel and PowerPoint); Communication skills (written and verbal); Interview skills; Problem solving skills; Presentation/facilitation skills; Good planning and organizational skills; Interpersonal skills; Ability to work under pressure.

DU TIES: Key Performance Areas: Coordinate financial disclosures and business interest of employees and provide advisory services on ethical issues; Maintain and analyse the information on the Central Depository Database System on Public Service Commission hotline referrals and report on the trends; Implement the other remunerative work and gift policies, and assist in policy review and development; Provide training and awareness sessions on Anti-corruption initiatives in terms of the Anti-corruption Communication Strategy; Promote ethical culture within the Department; Provide general administrative support.

ENQUIRIES: Mr. Onthatile Melato Tel No: (012) 315 - 1351
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE: People with disabilities are encouraged to apply.

POST 50/26: SENIOR COURT INTERPRETER REF NO: 18/75/KZN (X2 POSTS)

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

CENTRE: Magistrate’s Court, Durban - Ethekwini District Metro

REQUIREMENTS: NQF level 4 / Grade 12 and National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Three years of practical experience as a Court Interpreter; Proficiency in English; Proficiency in two or more indigenous languages; A valid driver’s license will be an added advantage. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

DUTIES: Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.

APPLICATIONS: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban.

POST 50/27: CHIEF ADMINISTRATION CLERK REF NO: 18/76/KZN

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

CENTRE: Magistrate’s Court, Chatsworth
REQUIREMENTS: Grade 12 or equivalent; A minimum of three to five years’ relevant experience. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to detail.

DUTIES: Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor / Court manager or Area Court Manager.

ENQUIRIES: Mr J.N. Mdaka Tel No: (031) 372 3000

APPLICATIONS: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban.

POST 50/28: 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 a four year recognized legal qualification; Sound knowledge of the South African/ Legal system, International Law, Treaties and Protocols; At least 2 years appropriate post qualification legal experience. Skills and Competencies: Legal Research and drafting skills; Negotiation skills; Interpersonal relations; Report writing; Computer literacy; Communication (written and verbal) skills.

DUTIES: Key Performance Areas: Deal with criminal and civil matters at bilateral and multilateral levels; Negotiate, conclude and process requests for extradition and mutual legal assistance in 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 / 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 Tel No: (012) 315 1844

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

NOTE: People with disabilities are encouraged to apply.


SALARY: R186 828 – R332 823 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office: Gauteng

REQUIREMENTS: An LLB Degree or 4 year recognized legal qualification; Knowledge of South African Legal system, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Experience in providing legal support in civil matters for and against the Department; A valid driver’s license. Skills and Competencies: Legal research and drafting; Report-writing and analytical skills; Computer literacy; Planning and decision-making skills;
Communication (verbal and written) skills; Ability to work independently and in a team and to take responsibility; Good interpersonal skills.

**DUTIES**

Key Performance Areas: Perform legal administrative duties of civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts; Equality Courts and Magistrate’s Courts; Administer and advise the Minister, Director – General and Chief Litigation Officer on all litigation matters affecting the Department; Represent the Department, its functionaries during consultations and liaise with and Instruct the State Attorney with regard to civil matters; Draft legal papers; Manage and deal with Departmental losses, transport claims, debt recovery on behalf of the Department.

**ENQUIRIES**

Mr. SF Ledwaba Tel No: (011) 332 9000

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 or physical address: Regional Office Gauteng ; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Comer Pritchard and Kruis street, Johannesburg.

**NOTE**

People with disabilities are encouraged to apply.
DEPARTMENT OF LABOUR

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

CLOSING DATE : 04 January 2019 at 16:00
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document. [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification (including Senior Certificate), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Certified copy of a copy will not be accepted. Applicants, who do not comply with the above-mentioned requirements / instructions as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 50/30 : DEPUTY DIRECTOR: FINANCIAL PLANNING REF NO: HR 4/18/12/91HO
Chief Directorate: Financial Management

SALARY : R697 011 per annum (All inclusive)
CENTRE : Head Office

DUTIES : Coordinate the compilations of Medium Term Expenditure Framework (MTEF). Monitor the allocations of budget including the capital budget within the Department of Labour. Monitor, Consolidate and Manage roll-over funds in the Department. Coordinate the compilations of the Estimates of National Expenditure and Adjusted Estimates of National Expenditure (ENE, AENE). Coordinate the compilations of the Appropriation Statement during the Year-End process. Manage the resources within the Financial Planning Sub-directorate.

ENQUIRIES : Mr. D Kyle Tel No: (012) 309 4298
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office


SALARY : Grade 1: R547 917 - R608 103 (OSD)
Grade 2: R626 481 - R695 295 (OSD)
Grade 3: R712 950 - R791 253 (OSD)

CENTRE : Labour Centre: De Aar
REQUIREMENTS : Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification.
Valid Drivers licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice).

Grade 1: 0 (zero) experience.
Grade 2: 8 years relevant experience.
Grade 3: 16 years relevant experience.


DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and

ENQUIRIES : Mr. A Senakhomo Tel No: (053) 838 1545
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand delivered at c/o Phiel & Compound Street, Kimberley


POST 50/32 : SENIOR ORGANISATIONAL DEVELOPMENT OFFICER REF NO: HR 4/18/12/08HO

SALARY : R299 709 per annum

CENTRE : Head Office

DUTIES : Develop, review job profiles for newly created and existing posts in the Department of Labour. Conduct job evaluation processes in the Department of Labour. Conduct organisational development investigations. Coordinate the development of Business Process Improvement. Conduct and provide change management processes intervention in the Department.

ENQUIRIES : Mr. T Mokomane, Tel No: (012) 309 4319
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand delivered at 215 Francis Baard Street.

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

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: Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001, or Hand deliver to 240 Madiba Street, Pretoria, or to the e-mail address mentioned below. No late applications will be accepted.

CLOSING DATE: 28 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. 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. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. 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.

MANAGEMENT ECHELON

POST 50/33: CHIEF DIRECTOR: SCM GOVERNANCE, MONITORING AND COMPLIANCE

REF NO: S088/2018

Division: Office of the Chief Procurement Officer (OCPO)

Purpose: Monitor, assess and enforce compliance with policies and procedures in alignment with procurement measures pertaining to broad SCM policies, regulations and norms and standards in all spheres of Government.

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

CENTRE: Pretoria

REQUIREMENTS: A Degree in Economics Business Economics/ Supply Chain Management/ Law/Project Management/ Public Finance/ Procurement related fields as recognised by SAQA, A minimum of 5 years’ experience obtained at a senior management level, Experience in supply chain management, public procurement, contract management, project management, infrastructure procurement, Experience in coordinating governance and oversight of procurement projects, Experience in strategic SCM policy development and analysis within private and public sector.

DUTIES: Governance and performance standards: Assess performance standards and measurement of metrics for conformity and escalate discrepancies for verification and alignment within all spheres of Government, Enforce compliance with established SCM measures within prescribed parameters, Promote the relevance of compliance to policies and procedures and the adherence to regulations, Analyse SCM policies and procedures against set SCM performance expectations/outputs of stakeholders internally and externally, if it meets with Government objectives, Apply corrective measures on policy analysis and performance standards Monitoring and Enforcement: Monitor and enforce compliance of SCM policies and procedures and advice on corrective actions and measurements across all spheres of government, Review contracts across all spheres of government, Coordinate procurement plans across all spheres of government, Review SCM related queries across all spheres of government, Provide SCM support and guidance to organs of state.

ENQUIRIES: Ms Caroline Modibane Tel No: 012 315 5092

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

POST 50/34

SENIOR ECONOMIST: SOCIOECONOMIC POLICY
Ref No: S086/2018

Division: Economic Policy (EP)

Purpose: Conduct research on macroeconomic trends impacting the South African economy including socio-economic issues, growth, the current account and balance of payments, exchange rates and policies for capital account management to inform sound policy advice and add inputs into the economic framework for the MTBPS and the Budget.

SALARY

R826 053 per annum (all-inclusive remuneration package)

CENTRE

Pretoria

REQUIREMENTS

A Degree in Economics or Development Economics as recognised by SAQA, Minimum 4 years relevant working experience, Experience in policy analysis, research and analysis of economic trends and principles, Knowledge of South African economic trends and sources of data and information, Sound and broad economic knowledge, Understanding of principles of research methodology and policy analysis.

DUTIES

Conduct research on macroeconomic issues: Draft an overview on developments in the South African economy disseminated to relevant units in National Treasury, with specific focus on macroeconomic issues and comment on high frequency economic indicators, Provide inputs into memoranda to the Minister and DG on recent macroeconomic trends and developments in South Africa, Contribute to relevant sections of Chapter 2 of the Budget Review and MTBPS on recent developments in the economy, Conduct research on macroeconomic issues, including the current account and balance of payments, for the use of the National Treasury, with particular emphasis on understanding economic trends and policy analysis Develop and maintain a database: Update an extensive database to inform research and respond to requests from other divisions in National Treasury and other departments, Provide data in user-friendly format to users in National Treasury upon request, Develop and maintain a database of information relevant to the research subject area e.g. Exports, imports, current account, capital flows and international comparisons Comment on IMF Article IV reports and policy papers, reports by ratings agencies, OECD economic assessments and relevant academic research, Accompany IMF and OECD to meetings during annual missions, Contribute to qualitative comment and assessment of research on relevant SA economic issues conducted outside of the Treasury Socio-economic Policy Development: Provide inputs and advice on various policy proposals and debates, Communicate the views of Economic Policy and National Treasury to external and internal stakeholders, Present research findings and analysis at staff policy seminars, Assist in the development of inputs & responses for speeches, presentations, briefing notes, parliamentary questions & letters.

ENQUIRIES

Ms Caroline Modibane Tel No: 012 315 5092

APPLICATIONS

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

OFFICE OF THE CHIEF JUSTICE

The Office of Chief Justice is an equal opportunity employer. In the filling of advertised posts the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, (Act 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities are encouraged to apply.

APPLICATIONS:

National Office: Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685. Enquiries: Mr E Moeng/Ms D Botha/Ms C Gideon/Ms L Motheman (010) 493 2500/2528/2533

Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice, Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent, East London. Enquiries: Mr S Mponzo (043) 726 5217

KwaZulu-Natal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X543722, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban. Enquiries: Ms L Marrie (031) 372 3164

Bloemfontein and Supreme Court of Appeal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301. Enquiries: Ms MA Luthuli/ Ms N De La Rey (051) 406 8100

Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Corner Pritchard and Kris street, Johannesburg. Enquiries: Ms T Mbalekwa (011) 335-0404

Mpumalanga: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head: Office of the Chief Justice, Private Bag X11249, Nelspruit, 1200. Applications can also be hand delivered to: Office of the Chief Justice, Provincial Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit. Enquiries: MR MV Maeko (013) 753 9337

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head: Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens, Mafikeng. Enquiries: Mr L Moetanalo (018) 397 7065

CLOSING DATE: 11 January 2019

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

POST 50/35 : CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: 2018/347/OCJ

SALARY : R1 189 338 – R1 442 012 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA; 5 Years' experience in a senior managerial post; 5 Years’ working experience in leading strategy development processes and systems for an organization; Working experience in Communication / Public Relations; and a valid driver's license. Technical Competencies: Working knowledge of customer focus strategies and service systems; Knowledge of setting targets; developing performance measures; gathering, analysing and interpreting performance data; Broad understanding of planning, forecasting, coordination and decision making processes; and Mathematical and statistical knowledge. Skills: Analytical skills; Organisational skills; Decision making skills; Interpersonal skills; and Communication skills. Behavioral Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; and Client orientation and customer focus.

DUTIES : Oversee the provision of strategy and planning services by: Managing the design, maintenance and implementation of an effective strategic planning framework; Managing and compiling strategic, annual and operational plans; Supporting units on relevant information, policy development processes and maintaining a repository; Managing the development, implementation and monitoring of service delivery improvement initiatives. Oversee the provision of monitoring and evaluation by: Designing and maintaining a monitoring and evaluation framework and systems; Managing the compilation of institutional performance and strategic reports; Evaluating departmental programmes and projects; and advising the Department on quality control. Oversee the provision of communication and media liaison services by: Managing the provision of internal and external communication services; Managing the provision of language services; and managing the provision of content and media liaison support.

ENQUIRIES : Mr E Moeng Tel No: (010) 493 2500

POST 50/36 : CHIEF DIRECTOR: INTERNAL AUDIT REF NO: 2018/348/OCJ

SALARY : R1 189 338 – R1 442 012 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA; BCom Accounting /Internal Auditing/Auditing or equivalent qualification; Professional certification as a Certified Internal Auditor; A postgraduate qualification (NQF Level 8) will be an added advantage; Registered with professional bodies for internal auditors; 5 -10 Years’ experience in an auditing environment of which at least 5 years’ experience must be at Senior Management level; and a valid driver's license. Technical Competencies: Knowledge of Internal Audit, accounting principles, practices and business practices; Knowledge of the Public Finance Management Act and Treasury Regulations; Knowledge of Standards for Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors; and Understanding of relevant Public Service prescripts. Behavioural Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; and Problem solving and analysis.

DUTIES : Develop and oversee the implementation of the Internal Audit strategy and performance plans by: Conducting research on best practices; Ensuring compliance with prescripts and conformance to standards; Delegating, guiding, coaching and mentoring; and managing the conducting of risk assessments. Develop the audit policies and operating frameworks by: Conducting research on
best practices; Ensuring compliance with prescripts and conformance to standards; Delegating, guiding, coaching and mentoring; and manage the conducting of risk assessment. Manage the provision of Internal Audit (IT, Performance, Governance, Compliance, Financial Audits) and Forensic investigation services by: Planning and conducting a comprehensive internal audit program; Managing the evaluation of internal control and compliance audits; Monitoring and evaluating governance processes; Managing the conducting of Information Technology (IT) audits; Investigating of improprieties; Conducting review of circumstances of potential fraud and theft; Making recommendations for management corrections, actions and improvement of control systems; Liaising with key law enforcement stakeholders; and Managing the conducting of audit and investigation reports. Provide technical advisory and secretariat support services to the Audit and Risk Committee by: Developing an Audit Committee charter; Communicating the recommendations and decisions of Audit and Risk Committee to relevant stakeholders; Facilitating the appointment of Audit and Risk Committee members; Ensuring the remuneration of Audit and Risk Committee members; Providing administrative and secretariat support to Audit and Risk Committee; Ensuring that the Audit programme complies with the relevant laws and regulations and requirements of the Institute of Internal Auditors’ standards; and Developing risk management policies, plans and terms of reference. Facilitate and providing risk assessments and advice by: Conducting research on risk assessment; Compiling risk profiling reports; Ensuring compliance with prescripts; and Delegating, guiding, coaching and mentoring.

ENQUIRIES: Mr E Moeng Tel No: (010) 493 2500

POST 50/37: DIRECTOR: COURT OPERATIONS REF NO: 2018/349/OCJ

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

CENTRE: Provincial Centre: Eastern Cape

REQUIREMENTS: An appropriate under graduate qualification (NQF 7) as recognized by SAQA; 5 Years’ experience at middle / senior management level; Experience in court management will be an added advantage; and a valid driver’s license. Technical /Competencies: Knowledge of the functioning of the Courts; Knowledge of case management; Knowledge of library and research services; and Understanding of relevant Public Service prescripts. Behavioural Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; and Client orientation and customer focus.

DUTIES: Manage administrative support to Courts in the Division of the High Court; Manage the provisioning of case management support to Courts in the Division of the High Court; Manage the provisioning of library and research services; Manage case and court records; Manage, monitor and evaluate the administrative functioning of Courts in the Division of the High Court; Manage quality assurance and auxiliary services; Manage transcriptions and language services; and Manage utilisation of resources.

ENQUIRIES: MS D Botha Tel No: (010) 493 2500

POST 50/38: DIRECTOR: RESEARCH AND CURRICULUM DEVELOPMENT (SAJEI) REF NO: 2018/350/OCJ

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

CENTRE: National Office: Midrand

REQUIREMENTS: An LLB qualification (NQF level 7), LLM will be an added advantage; 5 Years’ relevant experience at middle/senior management level; Experience in Legal research; A valid driver’s license; Understanding of criminal justice environment and judicial education will be an added advantage; Technical Competencies: Knowledge of relevant legislation; Knowledge of conducting field work research; data analysis and excellent report writing; Practical knowledge of curriculum & training material design; Ability to develop and review training materials on legal
education; Advanced computer literacy, research capabilities and organizational skills. Behavioural Competencies: Strategic Capability and leadership; Project management; Financial Management; Knowledge management; Service delivery innovation; Problem Solving and analysis; People management and empowerment; Change management; Client orientation and customer focus and Communication.

**DUTIES**

Manage and oversee all functions in relation to Judicial curriculum development, design, monitoring, quality assurance, training and review; Lead the development and review of Judicial education material in line with legislative and policy changes; Manage the identification of training needs for the Judiciary and other relevant stakeholders; Develop and implement blended learning approach and instructional methodology (online, face-to-face and peer-to-peer learning); Develop and manage research activities as identified in the financial year research agenda; Maintain repository of all SAJEI research outputs; Manage the SAJEI journal & provide support to the editorial board; Performance management function in relations to staffing, resources and reporting.

**ENQUIRIES**

MS P Mogale Tel No: (010) 493 2500

**OTHER POSTS**

**POST 50/39**

**DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: 2018/353/OCJ**

**SALARY**

R697 011 – R821 085 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE**

Supreme Court of Appeal: Bloemfontein

**REQUIREMENTS**

A National Diploma/ Bachelor Degree in Finance/Internal Auditing/Library Science/Public Management or equivalent qualification; A minimum of at least 5 years’ practical experience in the field of financial management; facility management, supply chain management, human resource management, auditing processes, security and risk management and procurement and logistics; A sound understanding of relevant financial prescripts, procedure and processes relating to the acquisition and management of assets and library materials, Knowledge of the Departmental Strategy, Public Service relevant prescripts and procedures will be an added advantage.

**DUTIES**

Control and manage all financial and Supply Chain Management transactions relating to the acquisition of the office furniture, equipment, library books and stock for the Supreme Court of Appeal; Ensure that all processes relating to Asset Management are dealt with fully and in line with the relevant circulars and Standard Operating Procedures; Monitor the selection of library material and provide assistance to the Finance and Library Committees of the Court in this regard; Facilitate the improvement and maintenance of the office and its facilities and library infrastructure; Be involved in all aspects relating to staff management and development, and any other duties as determined by the Director of the Court; Develop operational plans; Working closely with the Director of the Court to ensure that all transactions performed are audit ready and exercise effective control over risk management matters in the office; Manage Human Resources, Finance and Physical Resources by training of staff and users on the various finance and facility management aspects; Responsible for budgetary matters and determine the allocation of funds to the various line items of the Supreme Court of Appeal in conjunction with the Director of the Court and the Finance Committee of the court.

**ENQUIRIES**

Ms MA Luthuli/ Ms N De La Rey Tel No: (051) 406 8100

**POST 50/40**

**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2018/354/OCJ**

**SALARY**

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

**CENTRE**

National Office: Midrand

**REQUIREMENTS**

A three year National Diploma/ Bachelor Degree in Supply Chain Management or relevant qualification; Three (3) to five (5) years’ experience in Supply Chain Management of which two (2) years must be at a supervisory level. Knowledge of Public Finance Management Act (PFMA), PPPPA, BBB-EE Act, Treasury
Regulations etc. In-depth knowledge of financial systems, e.g. LOGIS. A valid driver’s licence. Skills and competencies: Creative and analytical thinking; Customer services orientation; Ability to work independently and function as part of a team when required; Ability to work under pressure and meet deadlines; Leadership capabilities; Assertiveness and decisiveness, where applicable; Confidentiality; Strong interpersonal relations, Decision making.

DUTIES: Facilitate and monitor the administration of contracts; Coordinate and review the processing of requisitions for goods and services as well as receiving of goods; Facilitate and ensure the monitoring of commitments; Facilitate and ensure proper management of payments made to creditors; Facilitate the provision of logistics services and store management services; manage human resources. Monitor and oversee that commitment reports are drawn monthly from system.

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

POST 50/41: ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 2018/356/OCJ

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

CENTRE: National Office: Midrand

REQUIREMENTS: A three year National Diploma/ Degree in Supply Chain Management or any equivalent qualification, (3) Three – (5) Five years’ experience in Supply Chain Management of which two years should be at a supervisory level. Experience in Bid administration will be an added advantage. Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations, Supply Chain Management Regulations, notes, circulars, Experience in Acquisition of Goods and Services, Demand Management; Computer Literacy: Excel, MS Word, Outlook, PowerPoint; In-depth knowledge of Supply Chain Management Systems, e.g. LOGIS. A valid driver’s license. Skills and Competencies: Knowledge of relevant legislation; Ability to meet deadlines; the ability to work under pressure, and preparedness to work overtime when required as well independently.

DUTIES: Facilitate development of Demand Management Plans; Facilitate the development of procurement plan; Facilitate Bid administration; Facilitate Supply Chain Management reporting on bids; Supervise.

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

POST 50/42: PRINCIPAL COURT INTERPRETER REF NO: 2018/358/OCJ

Re-advert (candidates who previously applied are encouraged to re-apply)

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

CENTRE: Mbombela High Court

REQUIREMENTS: Grade 12 and a National Diploma: in Legal Interpreting or equivalent relevant qualification in the field of languages and a minimum of 5 years practical experience in Court Interpreting, with a minimum 2 years supervisory experience. Proficiency in English and two or more indigenous languages. A valid driver’s license. Knowledge of any foreign or sign language will be an added advantage. Candidates will be required to undergo oral and 4 written languages proficiency testing. Skills and Competencies: Excellent communication skills, Computer literacy, Good interpersonal relations, Ability to work under pressure and problem solving skills. Accuracy and attention to detail, Customer services, Planning and organizing skills, Confidentiality, Analytical thinking, Listening skills, Ability to work under pressure and time management.

DUTIES: To render supervisory services in the legal interpreting and language environment. Provide mentoring and coaching to junior/ senior court interpreters. Manage performance of court interpreters. Leave management for language services at the high court. Render interpreting services in complex and high profile cases, special cases, pre trial conferences, disciplinary hearings and consultations. Assist with the reconstruction of court records. Attend to personal administrative aspects, control and supervision of Interpreters.

ENQUIRIES: Mr MV Maeko Tel No: (013) 753 9337
POST 50/43: JUDGES' SECRETARY (X4 POSTS)

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

CENTRE: Free State High Court: Bloemfontein Ref No: 2018/359/OCJ
Durban High Court Ref No: 2018/360/OCJ
Labour Court Durban Ref No: 2018/361/OCJ
Grahamstown High Court Ref No: 2018/362/OCJ

REQUIREMENTS: Grade 12 or equivalent qualification; 3 Years' secretarial experience. The ability to do Dictaphone typing. Typing of 35 words per minute. Understanding the filing system; a valid driver's license. Skills and Competencies: Proficiency in English. Computer Literacy (MS Word), Good communication skills (verbal and written), Administrative and organizational skills. Problem solving and planning skills. Decision making skills, and time management skills. Good customer service orientated, Assertiveness and decisiveness'. Attention to detail and accuracy. Initiative, and the ability to work under pressure.

DUTIES: Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge’s vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge’s library and updating of documentation; Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.

NOTE: Shortlisted candidates will be subjected to a typing test.

POST 50/44: JUDGES SECRETARY REF NO: 2018/363/OCJ
(Contract valid till 31 March 2019)

SALARY: R242 475 – R285 630 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Gauteng Local Division, Johannesburg

REQUIREMENTS: Grade 12, LLB, or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must be attached, 1 to 3 years Secretarial experience or Office Assistant, A valid driver’s license. Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure and attention to detail; Customer care service skills and excellent typing skills; Confidentiality and time management; Computer literacy (MS Word) and Research capabilities.

DUTIES: Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge’s vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge
and his or her visitors and attend to their needs; Management of Judge’s library and updating of documentation; Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.

ENQUIRIES
Ms T Mbalekwa Tel No: (011) 335-0404

POST 50/45

CONTRACT JUDGES SECRETARY
(3 Year Contract)

SALARY
R242 475 – R285 630 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE
Land Claims Court (Randburg) Ref No 2018/364/OCJ (X1 Post)
Gauteng Local Division Johannesburg Ref No: 2018/365/OCJ (X3 Posts)
Gauteng Division, Pretoria Ref No: 2018/366/OCJ (X2 Posts)

REQUIREMENTS
Grade 12, LLB, or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must be attached. 1 to 3 years Secretarial experience or Office Assistant, A valid driver’s license. Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Proficiency in English; Good communication skills (oral and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure and attention to detail; Customer care service skills and excellent typing skills; Confidentiality and time management; Computer literacy (MS Word) and Research capabilities.

DUTIES
Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge’s vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge’s library and updating of documentation, Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.

POST 50/46

CONTRACT POOL JUDGES’ SECRETARY
(1 Year Contract)

SALARY
R242 475 – R285 630 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE
Gauteng Division Pretoria Ref No: 2018/367/OCJ (X2 Posts)
Gauteng Local Division Johannesburg Ref No: 2018/368/OCJ (X1 Post)

REQUIREMENTS
Grade 12, LLB, or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must be attached. 1 to 3 years Secretarial experience or Office Assistant, A valid driver’s license. Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Proficiency in English; Good communication skills (oral and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure and attention to detail; Customer care service skills and excellent typing skills; Confidentiality and time management; Computer literacy (MS Word) and Research capabilities.

DUTIES
Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar;
Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Accompany the Judge to the Courts; Management of Judge’s vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge’s library and updating of documentation; Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.

**POST 50/47**

**SENIOR COURT INTERPRETER (X3 POSTS)**

**SALARY**

R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

North West High Court: Mmabatho Ref No: 2018/369/OCJ
Mbombela High Court Ref No: 2018/370/OCJ (Re-Advert)
Pietermaritzburg High Court Ref No: 2018/371/OCJ

**REQUIREMENTS**

Grade 12 and a National Diploma in Legal Interpreting or equivalent relevant qualification in the field of languages and a minimum of 3 years practical experience in Court Interpreting or Grade 12 and ten (10) years practical experience in Court Interpreting; Proficiency in English and two or more indigenous languages; A valid driver’s license and knowledge of foreign or sign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal); Computer literacy (MS Office); Good interpersonal relations. Ability to work under pressure and solve problems. Accuracy and attention to detail; Customer services; Planning and organizing skills; Confidentiality, Analytical thinking, Listening skills. Time management and the ability to work under pressure.

**DUTIES**

Render Interpreting services in Criminal, civil, labour and Quasi-judicial court proceedings; Interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of court record. Develop terminology, coin words, control and supervision of interpreter. Perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.

**POST 50/48**

**REGISTRAR REF NO: 2018/357/OCJ**

**SALARY**

(MR3 – MR5) R242 064 – R867 399 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Mthatha High Court

**REQUIREMENTS**

A four (4) year legal qualification; a minimum of 2 years’ legal experience obtained after qualification, Superior Court or litigation experience will be an added advantage, Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy; Numerical skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict management; Strong work ethics; Professionalism, ability to work under pressure and meeting of deadlines.

**DUTIES**

Co-ordination of Case Flow Management and support to the Judiciary; Manage the issuing of all processes initiating court proceedings; Co-ordinate Appeals and reviews; process unopposed divorces and the facilitation of Pre-Trial conferences; Quality checks on Criminal Record books; Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators; Supervision and management; Provide practical training and assistance to the registrars’ clerks; Ensure annotation of relevant publications, codes, acts and rules; Attend to and execute requests from the Judiciary in connection with cases and case-related matters; Exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation; Manage submission of statistics to the Chief Registrar; Attend to taxations including reviews; process and grant judgments by default; Assist the public with court procedures; Process reviews and appeals (civil and criminal); Attend to and
oversee general public queries or correspondence; Attend to judicial support functions; Issue court orders; Attend to office management.

ENQUIRIES
Mr S Mponzo Tel No: (043) 726 5217

POST 50/49
REGISTRAR’S CLERK (X4 POSTS)

SALARY
R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement

CENTRE
North West High Court: Mmabatho Ref No: 2018/372/OCJ
Gauteng Local Division: Johannesburg Ref No: 2018/373/OCJ (X1 Post)
Durban High Court: Ref No: 2018/355/OCJ

REQUIREMENTS
Grade 12; computer literacy; Experience in Clerical/ administration functions will be an added advantage. Skills and Competencies: Good communication skills (written and verbal) Good interpersonal and public relations skills; Good administration and organizational skills; customer service skills and ability to work under pressure.

DUTIES
Render support services to case flow management; Render efficient and effective support services to the court; Issuing of summons at General Office; Update case progress on ICMS; Render counter service duties /functions; Prepare, analyse and issue court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and storage of both Civil and Criminal process; Issue warrant of arrest for defaulters; Act as a liaison between Judges and Legal Practitioners; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings; Prepare and send cases to transcribers for appeal and review purposes; Preparing and binding of appeals and reviews; Attend to complaints from prisoners and members of the public; Act as a liaison between Registrar and Legal Practitioners; Provide administrative support in general as requested by Court Manager and supervisor.

POST 50/50
ADMINISTRATION CLERK (DCRS) REF NO: 2018/374/OCJ

SALARY
R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement

CENTRE
Grahamstown High Court

REQUIREMENTS
Grade 12. Skills and Competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer Literacy; Planning and organisation; Good verbal and written communication.

DUTIES
Render general clerical support services; Provide supply chain support services within the component; Provide financial administration support services in the component, Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics, Handle routine enquiries. Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component, Type letters and/or other correspondence as and when required, keep and maintain the incoming and outgoing document register of the component.
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 representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity 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 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 for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION: Mr M Mabuza
CLOSING DATE: 28 December 2018, 15:45pm
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. 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. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

OTHER POST

POST 50/51: ASSISTANT DIRECTOR: COMMUNICATION AND GRAPHIC DESIGN REF NO: ASD/CGD/12/2018

SALARY: R356 289 – R419 679 per annum (Level 09)
CENTRE: Head Office, Pretoria
REQUIREMENTS: A three year qualification in Communication/ Multi-Media Design / Graphic Design. 5 years’ experience and knowledge of graphic design procedures and software including adobe photoshop and in-design. Knowledge on corporate branding. Understanding of internal communication. Good interpersonal, communication (verbal and writing) and creative skills. Computer literacy, ability to work under pressure and meet deadlines. Understanding of government communication strategy and framework. A Valid Driver’s License (with exception of disabled applicants).

DUTIES: Design and lay-out of publications. Develop graphic material for the PSC website and Intranet, Social Media and other programmes. Write articles for internal newsletter. Provide photographic services. Make exhibition arrangements for the PSC. Maintain the corporate image of the PSC. Assist with the coordination of PSC events, e.g. Information Sessions. Manage PSC Social Media Accounts (facebook and twitter). Participate in the development of the communication strategy.

ENQUIRIES: Ms Z Jiya Tel No: 012 352 1070

INTERNERSHIP PROGRAMMES FOR THE 2019/20 FINANCIAL YEAR

NOTE: The Office of the Public Service Commission would like to invite suitable graduates who have completed their studies at institutions of higher learning to participate in an Internship Programme. The duration of the internship programme is twenty-four (24) months. Interested and qualifying graduates, who are currently unemployed and have never participated in an Internship Programme before, are invited to apply for the following Internship Programmes at the National Office. People with disabilities are encouraged to apply.
### OTHER POSTS

**POST 50/52**  
**FINANCIAL MANAGEMENT**  
**REF NO:** INT/FM/12/18  
**SALARY:** R5 728.53 per month  
**CENTRE:** Head Office, Pretoria  
**REQUIREMENTS:** National Diploma/Degree in Public Financial Management (NQF Level 6/7). Unemployed youth aged between 18 and 35. Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills. A clean credit record. No criminal record.  
**ENQUIRIES:** Ms MTJ Leshaba Tel No: (012) 352 1108

**POST 50/53**  
**INFORMATION TECHNOLOGY**  
**REF NO:** INT/IT/12/18  
**SALARY:** R5 728.53 per month  
**CENTRE:** Head Office, Pretoria  
**REQUIREMENTS:** National Diploma/Degree in Information Technology (NQF Level 6/7). Unemployed youth aged between 18 and 35. Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills. A clean credit record. No criminal record.  
**ENQUIRIES:** Ms MTJ Leshaba Tel No: (012) 352 1108

**POST 50/54**  
**SUPPLY CHAIN MANAGEMENT**  
**REF NO:** INT/SCM/12/18  
**SALARY:** R5 728.53 per month  
**CENTRE:** Head Office, Pretoria  
**REQUIREMENTS:** National Diploma/Degree in Supply Chain Management / Logistics Management / Purchasing (NQF Level 6/7). Unemployed youth aged between 18 and 35. Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills. A clean credit record. No criminal record.  
**ENQUIRIES:** Ms MTJ Leshaba Tel No: (012) 352 1108
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: 28 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 50/55: SURVEYOR GENERAL REF NO: 3/2/1/2018/577
Office of the Surveyor General
This is a re-advertisement, applicants who applied previously must reapply.

SALARY: R1 189 388 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: North West (Mafikeng)


DUTIES: Approval of diagrams, general plans and Sectional Plans that comply with legislation and provide tenure security and sustainable rural and urban development. Examine for approval all cadastral documents prepared in accordance with the Land Survey Act and all applicable statutory consents. Ensure complete, accurate, current Cadastral Spatial Information development. Update
the spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Compile a decentralised delivery system. Training Professional Land Surveyors, Technologists, Survey Technicians and Geomatics Officers as well as in general administration from target groups. Provide support to various programmes including Land and Tenure Reform and Restitution Programmes and Land Administration Institutions. Provide technical support and advice as well as information from time to time. Manage the implementation of the Land Survey Act, Number 8 of 1997 (LSA). Ensure that all surveys performed in South Africa are compliant with LSA. Manage the allocated resources. Oversee the transformation process in the office in line with the new vision for the Public Service as contained in the White Paper on the Transformation of the Public Service and other relevant Policy documents continuously. Ensure compliance with all lawful requirements imposed by way of Laws, Ministerial Directives, Cabinet Decisions, Cabinet office circulars, Treasury instructions and communications from the Public Service Commission and Auditor-General at all times. Ensure that assurance arrangements appropriate to the Surveyor-General information systems are implemented timeously. Manage allocated funds efficiently. Monitor the utilisation of equipment including vehicles facilities. Take responsibility for measures aimed at promoting representativeness in the Departments personnel structure (including putting in place Employment Equity Plans on an on-going basis). Ensure that powers/responsibilities are clearly specified and formally delegated within the Office of the Surveyor-General at all times. Ensure that appropriate internal controls and reporting systems are established and maintained on a regular basis. Develop service delivery improvement of the component.

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.

POST 50/56

DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2018/578
Office of the Surveyor General

SALARY

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

CENTRE

Mpumalanga (Nelspruit)

REQUIREMENTS


DUTIES

Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the
necessary fees of the office have been paid prior to the acceptance of cadastral
documents into the systems. Oversee the archiving of all documents. Maintain the
 cadastral correspondence filing system. Oversee rendering of messenger service.
Manage the rendering of first examination services. Oversee the allocation of land
parcel numbers. Ensure technical compliance of cadastral document. Verify new
cadastral documents in relation to parent property information. Provide
professional advice to Professional Land Surveys and Government officials.
Report on Directorate progress monthly and as required. Know and apply all
relevant land administration legislation, Policies and information etc to staff on a
weekly basis. Manage the rendering of second level examination services.
Oversee the examination and approval/rejection of all cadastral documents
prepared and submitted by Professional Land Surveyors. Provide professional
advice to Professional Land Surveyors. Manage human, logistical and financial
resources. Identify training needs. Develop Performance Agreement. Monitor
attendance and leave register. Provide on the job training.

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.

POST 50/57: DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2018/579
Office of the Surveyor General

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

CENTRE: Gauteng (Pretoria)

REQUIREMENTS: Bachelor's Degree in Surveying/Geomatics/Cartography (NQF level 7). Registered
as a Professional Land Surveyor with the South African Geomatics Council
(SAGC). 5 years' experience in middle or senior managerial level in the land
surveying environment. Job related knowledge: Cadastral Survey, Technical
System, Sectional Title, Cadastral Spatial Information, Town and Regional
Planning, Information Technology, Survey technology and methods, Legal
principles and presumptions, Servitude's and real rights, All relevant legislation
(including applicable sections of the Deeds Registries Act) and applicable
Provincial ordinances, Understanding of the management of information and
formal reporting system, Understanding programme setting process, Internal
control and Risk Management, Project Management principles and tools. Job
related skills: Project Management, Team Management, Interpersonal Relations,
Budget Management, Computer Literacy, Resource planning, Problem solving and
decision making, Legislation and Policy, Time Management, Customer service and
Communication (written and verbal). A valid driver's licence.

DUTIES: Manage the provisioning of registry services. Oversee the receipt and dispatch of
cadastral documents submitted for examination and approval. Ensure that the
necessary fees of the office have been paid prior to the acceptance of cadastral
documents into the systems. Oversee the archiving of all documents. Maintain the
cadastral correspondence filing system. Oversee rendering of messenger service.
Manage the rendering of first examination services. Oversee the allocation of land
parcel numbers. Ensure technical compliance of cadastral document. Verify new
cadastral documents in relation to parent property information. Provide
professional advice to Professional Land Surveys and Government officials.
Report on Directorate progress monthly and as required. Know and apply all
relevant land administration legislation, Policies and information etc to staff on a
weekly basis. Manage the rendering of second level examination services. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

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

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

OTHER POSTS

POST 50/58  
DEPUTY DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2018/580
Branch: Rural Infrastructure Development

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

CENTRE  
Pretoria

REQUIREMENTS  

DUTIES  
Manage financial functions and systems. Manage expenditure daily. Ensure the implementation of the internal control and safe keeping of all the financial records. Ensure compliance to Policy and prescripts. Compile monthly, quarterly and annual expenditure reports. Submit inputs for preliminary and annual Financial Statement. Manage payments on a daily basis. Ensure that invoices are paid within 30 days. Monitor performance with financial services. Ensure proper financial management control and compliance with delegation regularly. Establish effective system and procedures for sound financial management and reporting requirements regularly. Provide reports and statistics as well as recommendations for improvement quarterly. Manage implementation of Service Level Agreements. Oversee general financial management including inputs into Policy formulation on an on-going basis. Manage the provision of salaries and payroll. Monitor budget and setting targets. Prepare and consolidate MTEF and Adjusted Estimates of National Expenditure (AENE) inputs for the Branch. Compile, monitor and manage annual and monthly cash flow projections. Ensure alignment of Demand Management Plan and Project Plan to the budget, correct expenditure misallocations. Ensure budget shifts are captured on BAS. Forecast set targets and monitor budget quarterly. Render financial business support and risk management. Coordinate internal and external audits and risk management. Coordinate the compilation of process and fraud risk register. Submit progress report in terms of the process and risk register. Render financial business support and risk management. Manage human resource administration support service. Ensure adherence to human resource prescripts are followed. Manage and
monitor recruitment process. Coordinate performance management development process. Facilitate Employee Health and Wellness Programme services. Coordinate labour relations process. Ensure provision of training of employees. Manage supply chain management service. Coordinate and compile Demand Management Plans. Oversee procurement of goods and services. Oversee movement and maintenance of assets. Ensure compliance with supply chain management prescripts. Ensure that service providers are registered on safety web and Central Supplier Database, before rendering services to the Department. Manage infrastructure asset register. Ensure alignment of the Demand Management Plan to the budget. Ensure all approved projects are registered on BAS. Ensure budget is loaded correctly against registered projects. Analyse expenditure and rectify any misallocations. Ensure alignment of the infrastructure asset register with project register and Enterprise Project Management Office register. Coordinate disposal certificates for all completed projects. Submit infrastructure asset register reports monthly, quarterly and annual. Manage office administration services. Ensure allocation of offices. Manage records and auxiliary services. Coordinate all administrative functions within the Branch.

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

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

POST 50/59
DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/581
Directorate: Tenure Reform Implementation

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

CENTRE
Mpumalanga (Gert Sibande District)

REQUIREMENTS
Bachelor’s Degree/National Diploma in Political Science or Philosophy, Political and Law (BA) or Law and Politics (BA) or Law Degree. 3-5 year’s relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Proactive Acquisition of Land Strategy, State Land Lease Policy, Policy Development, Departmental Legislation, Risk Management. Job related skills: Planning and Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical skills. A valid driver’s licence.

DUTIES
Provide land tenure rights implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structures by providing legal protection and awareness. Manage and mediate in cases of illegal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Promote awareness and provide capacity building on communal land rights and relevant laws to stakeholders. Implement communal land rights support policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and implementation of Communal Property Association (CPA). Provide secretariat services in the CPA meetings and constitution proceedings. Maintain the register of CPA and similar entities. Promote awareness of CPA activities. Manage and conduct investigation on the affairs and activities of the registered CPA. Manage the mediation and dispute resolution proceedings of the CPA. Monitor the validity of CPA transactions in accordance with the CPA constitution.

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, Mbombela 1200.

NOTE
African. Coloured, Indian and White males and African, Coloured and White females and Persons with disabilities are encouraged to apply.
POST 50/60: PROFESSIONAL CONSTRUCTION PROJECT MANAGER

REF NO: 3/2/1/2018/582

Directorate: Rural Infrastructure Development:

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

CENTRE: Mpumalanga (Nelspruit)


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

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

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

POST 50/61: PROJECT COORDINATOR: COMMUNAL PROPERTY ASSOCIATIONS (CPA)

REF NO: 3/2/1/2018/583

Directorate: Tenure Reform Implementation

SALARY: R444 693 per annum (Level 10)

CENTRE: Northern Cape (Namakwa District)


Determine causes of conflicts. Develop strategies to resolve disputes. Liaise with stakeholders. Facilitate referrals through the land rights management facility.

**APPLICATIONS**

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

**NOTE**

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

**POST 50/62**

**PROJECT COORDINATOR: COMMUNAL PROPERTY ASSOCIATIONS (CPA)**

**REF NO: 3/2/1/2018/584**

Directorate: Tenure Reform Implementation

**SALARY**

R444 693 per annum (Level 10)

**CENTRE**

Northern Cape (ZF Mgcawu District)

**REQUIREMENTS**


**DUTIES**


**APPLICATIONS**

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

**NOTE**

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

**POST 50/63**

**ASSISTANT DIRECTOR: ASSETS AND FACILITIES**

**REF NO: 3/2/1/2018/585**

Directorate: Financial and Supply Chain Management Services

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

North West (Mmabatho)

**REQUIREMENTS**


**DUTIES**

Manage asset registers. Update asset register to reflect acquired assets. Manage the capturing of newly acquired assets. Develop and monitor control of asset safeguarding. Conduct spot checks and asset verification. Report lost assets to the loss control for further investigations. Follow ups on the report submitted. Implement the recommendations of the loss control committee. Manage disposal of redundant and obsolete assets. Submit nominations of Disposal Committee Members for appointment. Submit unserviceable, redundant and obsolete assets to the disposal committee for approval. Manage office accommodation and refurbishment. Maintain the existing office space and manage the lease agreements. Submits request for extensions for approval. Compile and submit the new need to National Office for approval. Engage Occupational Health and Safety Officers to identify defects and establish corrective measures. Lead and manage business unit with good governance principles. Manage employee performance.

**APPLICATIONS**

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

**NOTE**

African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
POST 50/64

ASSISTANT DIRECTOR: BUDGET REF NO: 3/2/1/2018/586
Directorate: Financial and Supply Chain Management Services

SALARY: R356 289 per annum (Level 09)
CENTRE: North West (Mmabatho)
REQUIREMENTS: National Diploma in Financial Management/Accounting/Public Administration. 3 years’ experience at a supervisory level in the financial environment with a specific focus on Budget. Job related knowledge: Public Financial Management Act, Treasury Regulations, Budget and budgetary procedures, Accounting System and Software (ACCPAC) and Basic Accounting Software. Job related skills: Computer Literacy, Analytical, Problem solving, Conflict Management, Communication, Financial, Project Management. A valid driver’s licence and ability to work under pressure.

DUTIES: Ensure budgeting, programme and projects are effectively managed according to the PFMA. Facilitate and submit monthly projections. Ensure expenditure is costed against relevant programs (shifts). Ensure year-end/month end closures occur effectively and efficiently in accordance to Policy and procedures. Rectify incorrect expenses (journals). Rectify commitments. Provide monthly reports. Prevent unauthorised expenditure and report irregular and wasteful expenditure. Control of debtors. Distribute statements (invoices). Allocate revenue collected to the relevant account. Reconcile payment with statements.

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

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

POST 50/65

ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2018/587
Branch: Rural Infrastructure Development

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


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

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

04 January 2019

**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).

**MANAGEMENT ECHELON**

**POST 50/66**

CHIEF DIRECTOR: TEXTILES, CLOTHING, LEATHER & FOOTWEAR REF NO: IDD/CTL&FW 001

Overview: To provide strategic leadership and management to the Textiles, Clothing, Leather & Footwear Chief Directorate within the Industrial Development Division.

**SALARY**

R1 189 338 per annum (Level 14) (All-inclusive remuneration package)

**CENTRE**

Pretoria

**REQUIREMENTS**

Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics / Textiles / Footwear Technology. 5 years’ relevant senior managerial experience in an economic policy development environment in the public or private sector. Key requirements: Relevant experience in the sector. Experience in the development and implementation of economic policies and strategies. Experience in the coordination and development of industrial development interventions. Experience in monitoring and evaluation. Experience in stakeholder management, financial management, people management, project management, strategic capability and leadership. Presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of IPAP, Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations.

**DUTIES**

Strategy and planning: Manage strategic planning for the chief directorate. Direct, manage and transform the chief directorate into a highly effective Textiles, Clothing, Leather & Footwear unit for inclusion in the Industrial Policy Action plan. Establish clear performance criteria and service standards for staff. Design and implement strategies and action plans in the sectors incorporated in the Industrial Policy Action Plan. Coordination and development of interventions: Provide guidance to develop and manage systems, policies and procedures to ensure effective and efficient growth of Textiles, Clothing, Leather and Footwear. Lead the coordination and development of interventions in line with Textiles, Clothing, Leather and Footwear priorities. Identify and address challenges faced by Textiles, Clothing, Leather and Footwear sector. Conduct research and implement business processes. Monitoring and evaluation: Monitoring performance of the chief directorate monitored against business and project plans and corrective measures introduced where necessary. Ensure compliance with integrated performance reporting system including high level dashboard reporting. Monitor and evaluate
strategy implemented in the Textiles, Clothing, Leather and Footwear Chief Directorate. Stakeholder management: Establish and maintain strategic partnerships with local and international institutions in the area of Textiles, Clothing, Leather and Footwear. Engage in an ongoing interaction with key stakeholders. Manage the relationships with key stakeholders in the order to ensure implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system and framework for stakeholder engagement. Financial management: Expenditure management. Ensure compliance with PFMA requirements at all times. Ensure that budget submissions and reports are submitted within the specified timelines. People management: Conduct human resource forecasting. Effective performance management in line with HR guidelines. Training and development of staff in accordance with Personal Development Plans and Divisional Training and Development Plans.

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

OTHER POSTS

POST 50/67:

DEPUTY DIRECTOR: AUTOMOTIVE REF NO: IDD/AUTOMOTIVE 008
Overview: To develop, advise and provide technical support for the Motor Assembly policies, strategies and programmes.

SALARY: R826 053 per annum (Level 12) (All-inclusive remuneration package)
CENTRE: Pretoria

REQUIREMENTS:

DUTIES: Develop and review strategies, policies and procedures: Develop and review Motor Assembly sector Industrial Development policies. Provide support in management of the Industrial Policy Action Plan processes. Engage in continual policy advocacy and co-ordination in the Motor Assembly that have potential growth. Provide technical inputs into the strategic direction of the unit. Provide technical inputs to the development and implementation of Motor Assembly development programs. Provide support in the implementation of policies and strategies. Stakeholder Management: Work closely with other units within the dti and other departments involved in the Motor Assembly sector to develop a supportive policy environment to implement the key action programmes as well as develop contractual framework that would enhance long-term relationship with industry bodies. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in all forums of the department and focus groups addressing Motor Assembly challenges. Participate in identification of stakeholders needs. Create and maintain stakeholder’s database. Identify potential partners for involvement initiatives and initiate or conclude partnership agreements. Maintain relation with stakeholders, including other government departments and tiers of government, organized business and labour. Research and Analysis: Develop terms of reference, manage research to support the development of appropriate interventions to support growth of the sector. Conduct research, identify best practice in the area of Motor Assembly sector and recommend appropriate policies and strategies. Consolidate all research findings to formulate Motor Assembly policies, procedures and strategy in line with Industrial Policy Action Plan. Conduct research on issues related to competitiveness and development of Motor Assembly sector. Provide support in
the analysis of Motor Assembly sector. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and procedures to ensure efficiency and effectiveness. Conduct annual reviews with regards to the impact of Motor Assembly interventions and prepare reports. Coordinate all administrative aspects: Handle all enquiries and requests regarding Motor Assembly initiatives. Provide inputs on divisional budget and business plans in respect of Cosmetics. Compile progress reports on a monthly basis on the projects with regard to timelines and budgets. Ensure the maintenance of effective internal administration of the unit. Establish and maintain an electronic database for Motor Assembly sector analysis reports. Implementation of sector development interventions: Support the implementation of sector development interventions.

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

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

POST 50/68
DEPUTY DIRECTOR: ECONOMIC INFRASTRUCTURE & LOGISTIC REF NO: SEZET/EIL 007
Overview: To manage the development of economic infrastructure and the efficiency of economic logistics along various economic development corridors by designing and implementing policies, programmes and strategies.

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 Economics / Development. 3 - 5 years’ relevant managerial experience in an entrepreneurship and business development environment. Key requirements: Experience in the development and implementation of market access policies, programmes and strategies. Experience in policy analysis and development. Experience in research and analysis, monitoring and evaluation, stakeholder management, financial management, people management, programme and project management, report writing and analysis. Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organising skills and Interpersonal skills. Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations and Public Finance Management Act. Business knowledge of the dti. Willingness to travel domestically and internationally, and to work overtime as and when required.

DUTIES
Conceptualise a broad framework for SMME’s on business infrastructure with recommendation for implementation. Develop strategies for appointed SMME asset base, and provide in road construction and maintenance to support mechanisms. Manage the research and analysis on opportunities economic infrastructure and logistics space and manage the database of all researched information. Map the Economic Infrastructure by unpacking the opportunities for enterprise development within the rail sector of SIPs. Provide inputs for the development of strategies and programmes. Identify service providers to conduct feasibility studies on market access. Promote SADC’s air cargo, rail, energy, water and pipeline sectors and investigate the feasibility of establishing a northern aviation hub in Africa, including associated industrialisation opportunities. Develop a framework for economic infrastructure and logistics projects such as North-South Corridor, SIPs, Freight Logistics, etc. Provide inputs in preparation of submissions or work documents for the department by the Economic Infrastructure and Logistics unit. Conduct site visits. Analyse the impact and draft reports on Infrastructure Investment, regulatory reform and logistics efficiency on Foreign Direct Investments (FDIs). Report on the state of SA’s infrastructure and logistics networks and trade policy. Build stakeholder relationship with departments such as Transport and Public Enterprise and agencies e.g Transnet. Communicate with private sector stakeholders to address logistics challenges/supply chain and economic infrastructure needs. Link market opportunities with all stakeholders. Maintain bi-lateral and multilateral stakeholder’s relations and address customer queries and provide feedback.

ENQUIRIES
Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.
ASSISTANT DIRECTOR: TRANSVERSAL MANAGEMENT & DEVELOPMENT
REF NO: CMSD/LC 009
Overview: To implement the delivery of Transversal, Management and Leadership programmes.

SALARY: Commencing salary of R444 693 per annum (Level 10) excluding benefits

CENTRE: Pretoria

REQUIREMENTS:
Mandatory requirements: A three-year National Diploma / B Degree in Human Resource Development / Management. 3 - 5 years' relevant experience in a Human Resource Development environment. Key requirements: Experience in coordinating the delivery of transversal, management, leadership, mentoring and coaching programmes. Experience in financial management, project management, report writing, stakeholder management, training and development. Communication skills (verbal and written), presentation skills, research skills, facilitation skills, learning and development principles and methodologies, planning and organising, finance & non-financial management, mentoring and coaching. Knowledge and understanding of Human Resources Development strategy in the Public Service, Skills Development Act, Skills Levy Act, Supply Chain Management, Treasury Regulations and Public Finance Management. Proficient in MS Office packages. Willingness to travel as and when required.

DUTIES:
Coordinate the delivery of Transversal Programmes: Conduct research and benchmarking advice on transversal programmes best practice. Facilitate the procurement of services providers for the delivery of transversal programmes i.e draft Terms of Reference, arrange adjudication meetings, compile submissions for approval of the delivery of training programmes, facilitate briefing sessions, facilitate the contracting of service providers. Establish and build partnerships with the dti business units, role players and external stakeholders. Provide advice on the implementation of transversal programmes. Market and communicate transversal training programmes internally. Provide advice on the implementation of transversal programmes. Compile monthly, quarterly and annually programme evaluation reports. Assisting with reviewing of manuals.

Coordinate the delivery of Management and Leadership programmes: Liaise with National School of Government and other training institutions on available Management and Leadership programmes. Market and communicate available Management and Leadership programmes internally. Coordinate the delivery of Management and Leadership programmes: Liaise with National School of Government and other training institutions on available Management and Leadership programmes. Market and communicate available Management and Leadership programmes internally. Facilitate the nomination process for participating in learning programmes. Facilitate the procurement of the National School of Government and other training institutions on the delivering of Management and Leadership programmes. Give advice on the implementation of Management and Leadership programmes. Compile monthly, quarterly and annually programmes evaluation reports. Mentoring and coaching programme: Conduct research and benchmark on similar programme. Create awareness of the programme. Develop mentoring and coaching agreements. Conduct need analysis. Identify and match mentors and mentees. Coordinate training of mentors and mentees. Evaluate the impact of the programme. Financial Management: Facilitate the auditing of all records and payment made. Reviews and monitor the budget to ensure that the required financial procedures are adhered to. Provide budget input to the Deputy Director. Facilitate the payment of service providers in accordance with PFMA and Treasury Regulations. Ensure that invoices are corresponding with approved submission and order issued. Identify risk and incorporates specific activities to overcome or reduce the risks. Provide inputs into potential fruitless expenditure & audit findings.

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

NOTE: In terms of the dti's EE requirements, preference will be given to African and White male, Indian and Coloured female candidates as well as people with disabilities.
ANNEXURE L

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of “Top Secret”.

APPLICATIONS: The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.

FOR ATTENTION: Ms Kefilwe Maubane

CLOSING DATE: 04 January 2019

NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 50/70: SUPPLY CHAIN OFFICER: ACQUISITION (X3 POSTS)

1 year contracts

Directorate: Supply Chain Management

SALARY: R242 475 per annum (Level 07)

CENTRE: Pretoria

REQUIREMENTS: A Senior Certificate plus a three year Degree/National Diploma in Logistics/Supply Chain Management/Public Administration or Management or equivalent qualification on NQF level 6 with a minimum of 1 year experience in Supply Chain Management environment. Competencies: Good communication skills, both oral and writing; client orientation and customer focus; honesty and integrity; service delivery innovation, organizing skills, ability to work under pressure. Must have knowledge of Supply Chain Management procedures, and Logistical Information System (LOGIS). The Constitution of the Republic of South Africa, Public Financial Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Preferential Procurement Regulations 2017, Broad Based Black Economic Empowerment Act and its code of good practice and Public Service Regulatory Framework.

DUTIES: The successful candidate will be responsible for the following key performance areas: Receive and process applications or request from help desk. Request quotations using the Central Suppliers Database, evaluate quotations. Provide update on the progress of the request for quotations as well as the application for purchase. Submit report relating to work done to the supervisor. Attend to quires. Assist with bids when required.

ENQUIRIES: Ms M Selomo Tel No: (012) 300 5951
Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

CLOSING DATE: 28 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 50/71: CHIEF ENGINEER: GRADE A: REF NO: H/E/100

SALARY: R991 281 per annum OSD
CENTRE: Pelonomi Hospital, Bloemfontein
REQUIREMENTS: Engineering degree (B Eng/ BSC (Eng). Six years post qualification experience required as a registered professional Engineer. Valid driver’s license. Compulsory registration with ECSA as a Professional Engineer.
ENQUIRIES: Me B S Ramodula, Tel No: (051) 405 1929
APPLICATIONS: The Chief Executive Officer, Pelonomi Hospital, Private Bag X 20581, Bloemfontein, 9300
FOR ATTENTION: Mr L B Aaron

POST 50/72: DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: H/D/112

SALARY: R975 945 per annum OSD
CENTRE: Bongani Hospital, Welkom
REQUIREMENTS: Registration with the SAPC as a Pharmacist. Bachelor’s Degree. A minimum of 3 years’ appropriate experience after registration as a Pharmacist with the SAPC. Valid driver’s license. Knowledge and Skills: Bachelor’s Degree with a one-year Internship and practical demonstration of knowledge and skills. Knowledge of procurement and financial management. Computer literate. Knowledge, skills and competencies: Sound understanding of relevant legislation, Acts, Procedures and
legations pertaining to pharmacy including NHI, CCS, CCMM, Essential Medical Lists (EML), Standard treatment guidelines (STG’s). Knowledge of principles of drugs therapy and the functions and operations of a drugs and therapeutics committee. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles. Ability to manage conflict. Ability to manage and coordinate productivity and be part of an interactive team. Appropriate clinical and theoretical knowledge. Sound interpersonal, communication, organizing, planning and decision making skills.

**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: Ensure adherence to the Supply Chain Management procedures and to the Statutory Regulations (Pharmacy act, Medicines control act) with: Stock taking procedures Ordering and receiving of stock, Storage of stock, maintain stock cards, record keeping, Distribution and redistribution of stock, To facilitate and assist with the disposal of expired stock, Ensure availability, accessibility and affordability of medicine and medical consumable to patients, Interact and advice the CEO’s on pharmaceutical issues, Compiling, revision and updating of Standard Operational Procedures and Policies. Implementation and maintaining of a referral system, Ensure adherence to Good Pharmacy Practice rules and regulations. Attending meetings: Pharmaceutical Forum, Pharmaceutical Therapeutic committee meeting, ECC, etc. Keeping of statistics and compiling of reports, deliver emergency services, Supervision of pharmacists and pharmacy personnel, Recruiting, appointing, motivating and training of pharmacy personnel. Report deficiencies in the department: Keep all storage areas locked, Report broken items, Report lost items to supervisor. Detailed key performance areas can be obtained from the contact person. Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, disease state and healthcare.

**ENQUIRIES:**
Dr G I Radebe, Tel No: (057) 916 8003

**APPLICATIONS:**
The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460

**FOR ATTENTION:**
Me H Mosimane

**POST 50/73**
**MEDICAL OFFICER: GRADE 1: REF NO: H/M/113**

**SALARY**
R780 612 per annum OSD

**CENTRE**
Nala/ Mohau Hospital Complex: Hoopstad

**REQUIREMENTS**
Registration as Medical Practitioner with the Health Professions Council of South Africa (HPCSA) as a Medical Officer in respect of South African qualified employees. 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. Knowledge and Skills: Knowledge of operation in clinical and fabrication of the services. Knowledge of administration and management of resources. Ability to work under pressure. Good communication skills.

**ENQUIRIES:**
Mr T S Shale/ Me M E Mogato Tel No: (053) 4441912 / (056) 5152071

**APPLICATIONS:**
The Chief Executive Officer, Mohau Hospital, Private Bag X1, Hoopstad, 9479

**FOR ATTENTION:**
Me W A E Faber

**POST 50/74**
**DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: H/D/111**

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

**CENTRE**
Xhariep District

**REQUIREMENTS**
Bachelor’s Degree /B Tech in Commerce. LOGIS/BAS Training plus 3-5 Year's relevant experience. Valid driver’s license. Knowledge and Skills: Extensive
Leadership and Management Skills. Good communication, presentation and analytical skills.

**DUTIES**
- Support management with the implementation of the PFMA. Ensure sound financial planning and control. Establish and maintain cash flow control. Support management in compiling of multi–term budgets. Ensure that sound financial management principles are established and maintained. Ensure credibility of data with regard to budget, expenditure and projections. Compile reliable monthly reports. Oversee all Supply Chain and Finance matters of the district.

**ENQUIRIES**
Mr T S Monatisa Tel No: (051) 492 2116

**APPLICATIONS**
The District Manager, Xhariep District, Private Bag X2, Trompsburg, 9913

**FOR ATTENTION**
Mr T S Monatisa

**POST 50/75**
**PHARMACIST: GRADE 1 REF NO: H/P/115**

**SALARY**
R655 980 per annum OSD

**CENTRE**
Nala/Mohau Complex

**REQUIREMENTS**
Registration with the SAPC as a Pharmacist. Experience: 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. Knowledge and Skills: None.

**DUTIES**
- Ensure availability of medicines at the clinic. Dispense medicine and provide information to patients. Train Pharmacy Assistant. Participate in Quality Assurance Programmes. Supervise work of subordinates. Perform other related tasks as delegated.

**ENQUIRIES**
Mr T S Shale Tel No: (053) 444 1912, Me M E Mogato Tel No: (056) 515 2071

**APPLICATIONS**
The Chief Executive Officer, Nala / Mohau Complex, Private Bag X1, Hoopstad, 9479

**FOR ATTENTION**
Me W A E Faber

**POST 50/76**
**PHARMACIST: GRADE 1-3 REF NO: H/P/116**

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

**CENTRE**
Bongani Hospital, Welkom

**REQUIREMENTS**
Registration with the SAPC as a Pharmacist. Proof of registration. 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. Knowledge and Skills: Sound understanding of relevant legislation, Acts, Procedures and legations pertaining to pharmacy including NHI, CCS, CCMDD, Essential Medical Lists (EML), Standard treatment guidelines (STG’s). Knowledge of principles of drugs therapy and the functions and operations of a drugs and therapeutics committee. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles. Ability to manage conflict. Ability to manage and coordinate productivity and be part of an interactive team. Appropriate clinical and theoretical knowledge. Sound interpersonal, communication, organizing, planning and decision making skills.
DUTIES: Ensure availability of medicines at the institution. Dispense medicine and provide information to patients. Train Pharmacy Assistants and Community Service Pharmacists. Participate in Quality Assurance Programmes. Supervise work of subordinates. Perform other related tasks as delegated. Be willing to work long hours/after hour callouts if need arises. Ability to manage and coordinate productivity and be part of an interactive team. Appropriate clinical and theoretical knowledge. Sound interpersonal, communication, organizing, planning and decision making skills. Sound understanding of relevant legislation, Acts, Procedures and regulations pertaining to pharmacy including NHI, CCS, CCMDD, Essential Medical Lists (EML), Standard treatment guidelines (STG’s). Knowledge of principles of drugs therapy and the functions and operations of a drugs and therapeutics committee. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical principles. Detailed key performance areas can be obtained from the contact person.

ENQUIRIES: Dr G I Radebe Tel No: (057) 916 8003
APPLICATIONS: The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460
FOR ATTENTION: Me H Mosimane

POST 50/77: ASSISTANT MANAGER: NURSING; PNA-7: (HEAD F NURSING) REF NO: H/A/120

SALARY: R532 449 per annum OSD
CENTRE: Phekologong Hospital, Bethlehem
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. Knowledge and Skills: Knowledge of the legal framework applicable to nursing practice. Possession of leadership.

DUTIES: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources.

ENQUIRIES: Me M E Makhubu Tel No: (058) 303 5123
APPLICATIONS: The Chief Executive Officer, Phekologong/Nketoana Complex, Private Bag X1, Bethlehem, 9700
FOR ATTENTION: Mr P P Radebe

POST 50/78: OPERATIONAL MANAGER: PNB-3: THEATRE (SPECIALTY UNIT): REF NO: H/P/114

SALARY: R532 449 per annum OSD
CENTRE: Thusanong Hospital, Odendaalsrus
REQUIREMENTS: Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Theatre Tech and Management Certificate. Manage both CSSD and Operating Theatre. Knowledge and Skills: Ability to work under pressure. Good communications skills. Computer literacy.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating
and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilization of human resource, financial and physical resources and procedures. Monitor, develop and implement risk action plan in line with risk register. Manage both CSSD and Operating theatre.

**ENQUIRIES**: Mr T J Matli Tel No: (057) 391 7900

**APPLICATIONS**: The Chief Executive Officer, Thusanong Hospital, Private Bag X1, Odendaalsrus, 9480 or hand deliver @ HR Office, Thusanong Hospital, Odendaalsrus

**FOR ATTENTION**: Mr T D Tsotetsi

**POST 50/79**: OPERATIONAL MANAGER: PNB-3: MATERNITY: (SPECIALTY UNIT) REF NO: H/P/115

**SALARY**: R532 449 per annum OSD

**CENTRE**: Thusanong Hospital, Odendaalsrus

**REQUIREMENTS**: Registration with the SANC as Professional Nurse plus a post-basic nursing qualification with a duration of at least 1 year, accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC as a Prof Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post – basic qualification. Advanced Midwifery and Management Certificate/Diploma or Degree. Manage both CSSD and Operating Theatre. Knowledge and Skills: Ability to work under pressure. Good communications skills. Computer literacy.

**DUTIES**: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care. Develop and maintain working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor utilization of human resource, financial and physical resources and procedures. Monitor, develop and implement risk action plan in line with risk register.

**ENQUIRIES**: Me M Tsibulane Tel No: (057) 391 7900

**APPLICATIONS**: The Chief Executive Officer, Thusanong Hospital, Private Bag X1, Odendaalsrus, 9480 or hand deliver @ HR Office, Thusanong Hospital, Odendaalsrus

**FOR ATTENTION**: Mr T D Tsotetsi

**POST 50/80**: CLINICAL PROGRAM COORDINATOR: PNA-5 REF NO: H/C/137

**SALARY**: R420 318 per annum OSD

**CENTRE**: Phekolong Hospital, Bethlehem

**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 and Midwifery. Knowledge and Skills: Knowledge of patient safety processes. Knowledge of NHI processes. Knowledge of National Core Standard. Leadership, change and general management, teaching and training skills. Ability to work independently, under pressure, cooperatively with colleagues and stakeholders at all levels. Computer skills and working knowledge of MS.

**DUTIES**: Coordinate and promote implement of Quality Assurance. Continuous monitoring & evaluation of NCS. Conducting of Annual Self Assessments, development and monitoring of Quality Assurance Improvement Plans. Conducting of patient’s experience of care surveys & analysis of data. Ensuring the conducting of regular clinical audits. Ensuring the implementation and monitoring of Patients Safety Programme. Manage and utilise resources in accordance with the relevant directives and legislation.

**ENQUIRIES**: Me M E Makhubu Tel No: (058) 303 5123

**APPLICATIONS**: The Chief Executive Officer, Phekolong/Nketoana Complex, Private Bag X1, Bethlehem, 9700

**FOR ATTENTION**: Mr P P Radebe
POST 50/81: CLINICAL PROGRAM COORDINATOR; PNA-5 REF NO: H/C/138

SALARY: R420 318 per annum OSD

CENTRE: Information Management and Research; Corporate Office

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. The incumbent should have a Bachelor’s Degree in Nursing or a post graduate Diploma in Nursing Administration or equivalent. A valid 5-year-old driver’s license. Knowledge and Skills: 3-6 Years relevant experience on supervision and management as well as experience in Health Information Management including knowledge of Health Programs. 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 and outside the province. Willingness to be hold accountability and ability to engage at all levels of authority. Ability to think analytically and contextually with experience in conducting research and training couple with good report writing communication and interpersonal skills. Knowledge of data security/confidentiality including excellent leadership ability, time management, conflict management, stress management, motivational skills. An understanding of data management systems throughout the district health systems such as HPRS, Ideal clinic realization maintains, monitoring & evaluation as well as use of Pivot tables and dashboard. Up to date knowledge of appropriate legislature, regulations and departmental policies including health information policy and e-health strategy.

DUTIES: Coordinate data quality and health information management for the province. Manage data risks associated with data quality and data confidentiality. Manage and utilize resources and assets in accordance with relevant directives and legislations. Support the training of all data and records management systems throughout the province. Train and Coordinate and monitor data quality assessment, patient experience and antenatal care survey in institutions. Analyze data and dissemination of reports as well as supporting creation of audited trail at facilities as required by the Auditor General. Support, train and review of PIDS and NIDS for the department. Provide leadership and guidance to information management directorate and ensure reliability, accuracy and completeness as well as the development of data quality monitoring tools and implementation thereafter. Conduct support visits to the district and facilities on data quality and implementation of policies DHIMS and guidelines and SOP’s. Design and implement training program that will improve data quality and use for the department staff meetings at all levels of care as well as performance tracking indicators. Support the directorate with planning and implementation of TB/HIV integration and DHIS 2 systems in the facilities. Implement capacity building activities to provincial, district and facility information offices in terms of, data quality issues, records management and data element definitions and meta data. Implement data sign off processes in all the institutions and data reconciliation certificates.

ENQUIRIES: Me Setlogelo Tel No: (051) 408 1956/1356

APPLICATIONS: The Director, HRM and Planning, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House, Cnr Charlotte Maxeke and Harvey Roads, Bloemfontein

FOR ATTENTION: Me P Mpu

POST 50/82: OPERATIONAL MANAGER: PNA-5 REF NO: H/0/116

SALARY: R420 318 per annum OSD

CENTRE: Lejweleputswa District Office: (Forensics)

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. A post basic qualification, with a duration of one year in Curative Skills in Forensic Nursing, accredited with SANC. Proof of SANC receipt for the current year. Recommendation: Ability to work under
pressure. Ability to implement and manage change. Good written and verbal communication skills. Confidentiality, good interpersonal relations.

**DUTIES**
- Coordination of Clinical Forensic Medicine (CFM) Services Programme.
- Compilation and analysis of daily statistics. Monitor and evaluating compliance.
- Provisioning of policies, protocol and guidelines. Organizing and coordinating training for personnel.

**ENQUIRIES**
Mr M E Mohloki Tel No: (057) 910 3222

**APPLICATIONS**
The District Manager, Lejweleputswa District, Private Bag X15, Welkom, 9460 or hand delivered @ HR Office Kopano Building, Meulen Street, Welkom

**FOR ATTENTION**
Me L Bester

**POST 50/83**
CHIEF ARTISAN: REF NO: H/A/122

**SALARY**
R365 329 per annum (OSD)

**CENTRE**
Botshabelo Hospital, Botshabelo

**REQUIREMENTS**
- A appropriate Trade Test Certificate. Proof of passing Trade Test must be attached. Ten years' post- qualification experience as an Artisan/Artisan Foreman.
- 3-5 Years supervisory experience. Valid driver’s license. N3 Certificate.
- Knowledge and Skills: Knowledge of PADS. Computer literacy including MS Office.0-1 Year clerical experience.

**DUTIES**
- To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices. Manage administrative and related functions. Financial Management: People management. Maintain and advance expertise.

**ENQUIRIES**
Me Z A Yawathe Tel No: (051) 533 0229

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

**FOR ATTENTION**
Me S K Lechwano

**POST 50/84**
ASSISTANT DIRECTOR: INTERNAL CONTROL: REF NO: H/A/37

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

**CENTRE**
Internal Control Directorate: Corporate Office

**REQUIREMENTS**
- B-degree or equivalent in Supply Chain Management. 6 years’ extensive experience in Logis and supply chain management. Must have passed the following courses: Logis1, Logis11, Logis Orders, Logis Management Reports, Logis payments. Knowledge and Skills: Knowledge of warehousing and transits.

**DUTIES**
- Manage and co-ordinate the implementation and maintenance of Financial Management practices with regard to Logis. Address financial management enquiries. Ensure successful implementation of policies as well as the development of policies. Prepare complex reports on Logis. Management of Human resources. Ensure effective monitoring over financial resources.

**ENQUIRIES**
Me PC Piek Tel No: (051) 408 1507

**APPLICATIONS**
The Director, Human Resource Management, PO Box 227, Bloemfontein 9300 or hand delivered @ entrance, Bophelo House Building, Ground Floor Reception, Cnr Charles and Charlotte Maxeke Street, Bloemfontein

**FOR ATTENTION**
Me P Mpu

**POST 50/85**
ASSISTANT MANAGER (LABOUR RELATIONS) REF NO: H/A/113

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

**CENTRE**
Pelonomi Hospital, Bloemfontein

**REQUIREMENTS**
- Recognized Bachelor's Degree or National Diploma in Humanities or equivalent qualification plus 3 -5 years’ relevant functional experience in labour relations (of which 2 years must be at supervisory level). Knowledge and Skills: Excellent communication skills (verbal and written) Computer literate. Outstanding interpersonal, supervision and people management skills. Thorough financial management knowledge. Conversant with Government procedures.

**DUTIES**
- Supervision of Employment Relations Officers and operational affairs of the sub-directorate at institutional level. Obtain inputs for bargaining process through liaison with the Manager. Assist with the development of sound employment relations policies. Represent the employer in dispute resolution hearings. Conduct
research. Assist with the financial management of the sub-directorate. Monitor compliance with collective agreements, policies and relevant legislation. Develop training material and programs. Provide training to Managers and employees. Support and advice Managers and employees with regard to employment relations matters. Consolidate monthly reports to be submitted to all relevant authorities and monitor performance in this regard.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 50/86 : SENIOR STATISTICAL ADVISOR REF NO: H/S/135

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 50/87 : ENVIRONMENTAL HEALTH PRACTITIONER REF NO: H/E/101

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 50/86 : SENIOR STATISTICAL ADVISOR REF NO: H/S/135

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 50/87 : ENVIRONMENTAL HEALTH PRACTITIONER REF NO: H/E/101

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 50/86 : SENIOR STATISTICAL ADVISOR REF NO: H/S/135

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 50/87 : ENVIRONMENTAL HEALTH PRACTITIONER REF NO: H/E/101
qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA as an Environmental Health Practitioner in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Diploma in Environmental Health. Knowledge and Skills: Ability to work under pressure. Confidentiality.

**DUTIES**


**ENQUIRIES**

M E Makhubu Tel No: (058) 303 5123

**APPLICATIONS**

The Chief Executive Officer, Phekologong/Nketoana Complex, Private Bag X1, Bethlehem, 9700

**FOR ATTENTION**

Mr P P Radebe

**POST 50/88**

**SENIOR STATE ACCOUNTANT REF NO: H/S/50 (X2 POSTS)**

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Internal Control Directorate: Corporate Office

**REQUIREMENTS**

B-Degree or equivalent qualification in Finance. 5yrs relevant experience in irregular expenditure. Knowledge of Irregular expenditure as part of the audit process. Knowledge and Skills: Knowledge of the Identification of irregular expenditure. Training of officials in the identification of irregular expenditure.

**DUTIES**

Supervise activities of clerks and state accountants. Supervise the implementation of financial practices. Render a Financial Management advisory service to the Department. Promote effective financial management. Provide financial information and knowledge to the Department. Prepare reports.

**ENQUIRIES**

Mrs PC Piek Tel No: (051) 408 1507

**APPLICATIONS**

Director, Human Resource Management, PO Box 227, Bloemfontein, 9300 or hand delivered at Entrance, Bophelo House Building, Ground Floor Reception, Cnr Charles and Charlotte Maxeke Street

**FOR ATTENTION**

Me P Mpu

**POST 50/89**

**SENIOR SUPPLY CHAIN PRACTITIONER REF NO: H/S/110 (X2 POSTS)**

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Free State Psychiatric Complex, Bloemfontein

**REQUIREMENTS**

National Diploma in Public Management /Financial Management/ Economics or equivalent qualification. LOGIS 1. 3 - 5 years relevant experience in Supply Chain Management. Valid driver’s license. Knowledge and Skills: Logis 2 will be an added advantage. Extensive knowledge of SCM in Public Sector. Understanding of PFMA, Treasury Regulations, PPPFA Act, Competition Act, Promotion and Access of Information Act, SITA Act, Construction and Industry Development Board Act and related Practice Notes. Management of Resources. Communication and Interpersonal skills. Problem solving Skills, Computer skills, Numeracy skills, Analytical skills, Client orientated, Commitment, Integrity, Loyalty, Team leadership, Presentation skills, Planning and Organizing.

**DUTIES**

Supervise the activities of the Supply Chain Management Clerks / Snr AND officers to contribute to the Supervise the implementation and maintenance of Supply Chain Management practices concerning logistics, stores and maintenance of SCM processes in the Department to contribute to the rendering of a professional SCM service, i.e. Logistics, Assets, Lost control, Demands, Acquisitions. Render a Supply Chain Management advisory service to the Department by investigating, analysing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective Supply Chain Management environment. Promote effective Supply Chain management by researching, analysing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices. Monitor and evaluate Supply Chain
Management Policies, procedures and practises. Approve and verify all documents and transactions on LOGIS according to delegations. Prepare reports on supply chain management issues and statistics. Risk management.

ENQUIRIES: Mr M P Pitso Tel No: (051) 407 9226
APPLICATIONS: The Chief Executive Officer, FSPC, Private Bag X20607, Bloemfontein, 9300
FOR ATTENTION: Me I N Moshao

POST 50/90: SENIOR STATE ACCOUNTANT: REVENUE REF NO: H/S/112

SALARY: R299 709 per annum (Level 08)
CENTRE: Universitas Hospital, Bloemfontein
REQUIREMENTS: Degree or Diploma in Accounting or equivalent qualification. BAS/LOGIS training. Knowledge of BAS. 3-5 years’ relevant experience. Knowledge and Skills: Valid Driver’s License. At Least 3 years of the period referred to above must be appropriate/recognizable experience at Supervisory level. Ability to work under pressure. Ability to implement and manage change. Knowledge of Meditech. Knowledge of Medikredit switchbatch interface.


ENQUIRIES: Mr Kwame Kwakwa Tel No: (051) 405 3287
APPLICATIONS: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1103, Me Finger or Room 1104 Me Steenkamp, Universitas Hospital, Logeman Street, Universitas, Bloemfontein
FOR ATTENTION: Me Finger

POST 50/91: ARTISAN FOREMAN REF NO: H/A/121

SALARY: R286 500 per annum OSD
CENTRE: Itemoheng Hospital, Senekal

DUTIES: Supervision and monitoring of completion of job requests (H24). Planning of work and implement equipment maintenance program. Attend to job requests in respect of physical repair and maintenance, including preventative maintenance of medical and operational equipment. Execute inspections of buildings and equipment. Perform administrative functions to obtain quotations and request of equipment, tools and materials. Supervision of subordinates. Training, Development and Performance Development.

ENQUIRIES: Mr N K Makhoro Tel No: (058) 481 2114
APPLICATIONS: The Chief Executive Officer, Itemoheng / Phuthuloha / JD Newberry Hospital Complex, Private Bag X9, Senekal, 9660
FOR ATTENTION: Mr N K Makhoro

POST 50/92: SOCIAL WORKER GRADE 1 REF NO: H/S/134

SALARY: Grade 1: R242 553 per annum OSD
CENTRE: Bongani Hospital, Welkom
DUTIES: To provide social work services through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being. Conduct 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) at Bongani Hospital and in support of Lejweleputswa District. Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant 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 at Bongani Hospital and support Lejweleputswa District. 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. Coordination of special programmes within the hospital and the district.

ENQUIRIES: Dr G I Radebe Tel No: (057) 916 8003
APPLICATIONS: The Chief Executive Officer, Bongani Hospital, Private Bag X29, Welkom, 9460
FOR ATTENTION: Me H Mosimane

POST 50/93: SUPPLY CHAIN PRACTITIONER REF NO: H/S/130 (X3 POSTS)

SALARY: R242 475 per annum (Level 07)
CENTRE: Lejweleputswa Health District

DUTIES: Supervise the activities of the Supply Chain Management and Human Resources Units to contribute to the rendering of professional supply services. Supervise and render asset management clerical services. Supervise and render demand and acquisition clerical services. Supervise and undertake logistical support services.

ENQUIRIES: Mr K W Mokoena Tel No: (057) 910 3280
APPLICATIONS: The District Manager, Lejweleputswa District, Private Bag X15, Welkom, 9460 or hand delivered @ HR Offices, Kopano Building, Meulen Street, Welkom
FOR ATTENTION: Me L Bester

POST 50/94: STATE ACCOUNTANT REF NO: H/S/132

SALARY: R242 475 per annum (Level 07)
CENTRE: Senorita Ntlabathi Hospital, Ladybrand

DUTIES: Perform all functions related to the budget processes. Monitor and control departmental expenditure, including Conditional Grants Compile the financial reports as required by bodies. Assist with the training of Finance personnel on financial management related matters at the institutions. Address Financial Administration enquiries to ensure the correct implementation of financial administration practices. Approve transactions on LOGIS / BAS/ PERSAL according to delegations.

ENQUIRIES: Me 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 50/95  :  TRANSPORT OFFICER  REF NO: H/T/101

SALARY    :  R242 475 per annum (Level 07)
CENTRE    :  Fezile Dabi District
REQUIREMENTS : Grade 12 (or equivalent) Certificate. Driver’s license. Knowledge and Skills: Ability to work with people and Good communication skill. Computer literacy.
DUTIES : Co-ordinate transport and ensure that it is used in the best and most advantageous manner. Exercise control on the maintenance and expenditure related to the use of vehicles. To arrange the proper keeping, checking and dispatch of records and returns. To report infrequent used/unused vehicles to The Head: Admin and Support. To ensure that vehicles under his /her control are kept in good condition and are checked regularly. To ensure that all directives relating to the use and maintenance of vehicles are adhered to. To ensure that trip authority is completed in duplicate and that duplicates are filed chronological. To ensure safekeeping of all registers e.g. vehicles register, register in with all collisions are reported, recorded and registered for trip authorities. Manage and monitor utilization of HR and Physical resources.
ENQUIRIES  :  Mr R K Makgokolo Tel No: (016) 910 9301
APPLICATIONS  :  The District Manager, Fezile Dabi District Private Bag X2005, Sasolburg, 1947
FOR ATTENTION  :  Mr R K Makgokolo

POST 50/96  :  LABOUR RELATIONS OFFICER  REF NO: H/L/106

SALARY    :  R242 475 per annum (Level 07)
CENTRE    :  Fezile Dabi District
REQUIREMENTS : Grade 12 (or equivalent) Certificate. Diploma/Bachelor’s Degree in Public Admin and or a National Diploma in HRM. Driver’s license and willingness to travel. Knowledge and Skills: 2 Years functional experience. Ability to work with people and Good communication skill. Computer literacy. Experience in handling grievances, disciplinary hearing and dispute resolution.
DUTIES : Provide assistance and/or advice to Managers/Supervisors regarding correct application of discipline related prescripts. Represent the Employer at relevant dispute resolution forums. Render support to FSDoH Employment Relations Sub-Directorate. Facilitate and coordinate the resolution of grievances within the Free State Psychiatric Complex also handle misconduct & disciplinary cases. Ensure proper Management and sustaining of Union-Management Committee. Ensure continuous information sessions of managers and personnel on labour relations training in general (labour relations policies and collective agreements.). Manage the physical, material and human resources allocated to Employment Relations Sub-division. Ensure proper management and sustaining of Union-Management Committee.
ENQUIRIES  :  Mr R K Makgokolo Tel No: (016) 910 9301
APPLICATIONS  :  The District Manager, Fezile Dabi District Private Bag X2005, Sasolburg, 1947
FOR ATTENTION  :  Mr R K Makgokolo

POST 50/97  :  STATE ACCOUNTANT  REF NO: H/S/51

SALARY    :  R242 475 per annum (Level 07)
CENTRE    :  Internal Control Directorate: Corporate Office
REQUIREMENTS : Grade 12. 3 years’ relevant experience. Experience in working with irregular expenditure (identifying). Knowledge and Skills: Knowledge of the identification of irregular expenditure. Knowledge in opening an irregular expenditure case.
DUTIES : Supervise activities of clerks. Supervise the implementation and maintenance of financial management practices. Address financial management enquiries. Advice the Department on financial management practices. Investigate irregular expenditure cases. Completion of documents on irregular expenditure.
ENQUIRIES  :  Mrs PC Piek Tel No: (051) 408 1507
APPLICATIONS  :  Director, Human Resource Management, PO Box 227, Bloemfontein, 9300 or hand delivered @ Entrance, Bophelo House Building, Ground Floor, Reception, Cnr Charles and Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION  :  Me P Mpu
<table>
<thead>
<tr>
<th>POST 50/98</th>
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<tr>
<td>SALARY</td>
<td>R242 475 per annum (Level 07)</td>
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<td>CENTRE</td>
<td>Internal Control Directorate: Corporate Office</td>
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<td>DUTIES</td>
<td>Supervise activities of clerks. Supervise the implementation and maintenance of financial management practices. Address financial management enquiries. Advice the Department on financial management practices. Keep track of all the requests and communications. Audit the quality of the submitted documents before submitting to the AGSA. Receive inputs from the institutions with regard to the KCM.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mrs PC Piek Tel No: (051) 408 1507</td>
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<th>POST 50/99</th>
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<tr>
<td>SALARY</td>
<td>R242 475 per annum (Level 07)</td>
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<tr>
<td>CENTRE</td>
<td>Pelonomi Hospital, Bloemfontein</td>
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<td>REQUIREMENTS</td>
<td>Appropriate Degree or National Diploma in Finance or appropriate equivalent qualification. Relevant experience in Finance and Supply Chain. Computer literacy. Valid driver’s license. Knowledge and Skills Accounting as a passed subject.</td>
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<tr>
<td>DUTIES</td>
<td>Manage procurement, budget and assets allocated. Coordinate maintenance in the institution. Provide auxiliary services within the finance office. Manage transport administration in the institution. Provide Personnel Administration in the institution. Implement measures necessary to ensure effective collection and management of revenue. Render Supply Chain Management support services to the Manager. Supervise and control resources to ensure a satisfactory workflow and service delivery. Render general services to the Directorate. Supervise staff.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr. X Mfanta Tel No: (051) 405 1670/1756</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>The Chief Executive Officer, Pelonomi Hospital, Private Bag X 20581, Bloemfontein, 9300</td>
</tr>
<tr>
<td>FOR ATTENTION</td>
<td>Mr L B Aaron</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 50/100</th>
<th>LABOUR RELATIONS OFFICER REF NO: H/L/101</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R242 475 per annum (Level 07)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Thabo Mofutsanyana District, Witsieshoek</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Bachelor’s Degree in Labour Relations (equivalent qualification). Diploma in Labour Law/Labour Relations. Valid driver’s license. Computer literacy. Knowledge and Skills: Applicable knowledge of Labour Relations. Extensive appropriate experience (3-5 Years)</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Training and supporting institutions on Labour Relation matters. Liaise with employee organizations in the District. Promote healthy and sound labour relations in environment. Monitor and implement regional disciplinary, misconduct and grievance procedures. Dispute resolution. Complete monthly District Labour Relation reports to the Assistant Director – Administration &amp; Support and Employment Relations Sub Directorate. Advice management and employees on labour relations issues. To ensure compassionate and quality labour relations services. Effective management of labour relations in Thabo Mofutsanyana District. Effective management of risks and the implementation of the Occupational Health and Safety Act. Effective management of losses through participation in the Loss Control Committee for proper implementation of PFMA in Labour Relations Sub-division to ensure value for money. To ensure effective communication and interaction between institutional management and recognized unions.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr M S Shabangu Tel No: (058) 7130515 ext. 144</td>
</tr>
</tbody>
</table>
APPLICATIONS: The District Manager, Thabo Mofutsanyana District, Private Bag X824, Witsieshoek, 9870 or hand delivered @ Ombudsman Building, Mampoi Road, Phuthaditjhaba

FOR ATTENTION: Mr Shabangu

POST 50/101: PERSONAL ASSISTANT REF NO: H/P/104

SALARY: R242 475 per annum (Level 07)
CENTRE: Medpharm, Bloemfontein

DUTIES: Provide secretarial/receptionist support services to the Director. Provide support services to the Director regarding meetings. Support the Director with the administration of the budget, including the compilation of commitment registers. Organize the Director’s diary. Render general office management. Render registry services in office of the Director. Acknowledge correspondence and type documents for the Director. Study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES: Me N B Molongoana Tel No: (051) 411 0502
APPLICATIONS: The Chief Executive Officer, Medpharm, P O Box 7622, Bloemfontein, 9300
FOR ATTENTION: Me T April

POST 50/102: ADMIN OFFICER REF NO: H/A/106

SALARY: R242 475 per annum (Level 07)
CENTRE: Universitas Hospital, Bloemfontein
REQUIREMENTS: Grade 12 (or equivalent) qualification. Meditech training. 3 years’ relevant experience. Knowledge and Skills: Extensive knowledge of Meditech, Computer literacy, Supervisory skills.


ENQUIRIES: Me S Ngweya Tel No: (051) 405 3531
APPLICATIONS: The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1103, Me Finger or Room 1104 Me Steenkamp, Universitas Hospital, Logeman Street, Universitas, Bloemfontein
FOR ATTENTION: Me Finger

POST 50/103: SUPPLY CHAIN PRACTITIONER REF NO: H/S/113

SALARY: R242 475 per annum (Level 07)
CENTRE: Universitas Hospital, Bloemfontein
REQUIREMENTS: Grade 12 (or equivalent) qualification. LOGIS/ BAS CERTIFICATE. 3 years’ relevant experience. Computer literate. Knowledge and Skills: An Appropriate three (3) year Degree, with Accounting or National Diploma in Accounting or equivalent qualifications.

DUTIES: Supervise the activities of the State Accounting Clerks / Snr AND State Accountants to contribute to the rendering of a professional financial management service. Supervise the implementation and maintenance of Financial Management practices (LOGIS/ BAS/ PERSAL Transactions) concerning financial management processes in the department to contribute to the rendering of a professional Financial Management Service. Authorise and verify all documents and transactions on LOGIS / BAS/ PERSAL according to delegations. Prepare reports
ENQUIRIES : Mrs. LC Steenkamp Tel No: (051) 405 3100
APPLICATIONS : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1103, Me Finger or Room 1104 Me Steenkamp, Universitas Hospital, Logeman Street, Universitas, Bloemfontein
FOR ATTENTION : Me Finger
POST 50/104 : SENIOR HUMAN RESOURCE OFFICER REF NO: H/H/102 (X2 POSTS)
SALARY : R242 475 per annum (Level 07)
CENTRE : Universitas Hospital, Bloemfontein
REQUIREMENTS : Grade 12 (or equivalent) qualification. PERSAL Training. 3 years’ relevant experience. Knowledge and Skills: Extensive knowledge of Persal. Computer skills. Supervisory skills.
DUTIES : Supervise, plan and co-ordinate the activities of the Personnel Officers to contribute to the rendering of a professional human resource management service for example: Personnel development, Performance and discipline, Ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance and provisioning of human resources in the department to contribute to the rendering of a professional Human Resource Management Service. Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, allowances etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Performance Management. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice Department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Approve transactions on Persal according to delegations. Prepare reports on personnel administration issues and statistics. Writing reports and keep record of statistics that are required from Management. Checking of work relevant to HR matters. Training of subordinates and be part of shortlisting and interviewing of applicable occupational groups.
ENQUIRIES : Me A Lombard Tel No: (051) 105 3153 / Me F Steenkamp Tel No: (051) 405 3100
APPLICATIONS : The Chief Executive Officer, Universitas Hospital, Private Bag X20660, Bloemfontein, 9300 or hand delivered @ Room 1103, Me Finger or Room 1104 Me Steenkamp, Universitas Hospital, Logeman Street, Universitas, Bloemfontein
FOR ATTENTION : Me Finger
POST 50/105 : LABOUR RELATIONS OFFICER REF NO: H/L/103
SALARY : R242 475 per annum (Level 07)
CENTRE : Fezi Ngubentombi Hospital, Sasolburg
REQUIREMENTS : An appropriate recognized Degree/ National Diploma in Labour Law/Labour Relations/ HRM or Public Management or equivalent qualification. Knowledge in handling grievances, disciplinary hearings and disputes resolution. Valid driver’s license. Must be willing to travel. Knowledge and Skills: Knowledge of relevant legislation such as PSA, COIDA, PFMA, LRA, BCEA etc. Knowledge and
Understanding of PHSDBC, PSCBC and CCMA procedure, knowledge of public service regulations, competency to provide labour relations matters, through understanding of skills negotiation, mediation and arbitration. Ability to work under pressure.

**DUTIES**
Provide assistance and/or advice to Managers/Supervisors regarding correct application of discipline related prescripts. Represent the Employer at relevant dispute resolution forums. Render support to FSDoH Employment Relations Sub-Directorate. Facilitate and coordinate the resolution of grievances within the Free State Psychiatric Complex also handle misconduct & disciplinary cases. Ensure proper Management and sustaining of Union-Management Committee. Ensure continuous information sessions of managers and personnel on labour relations training in general (labour relations policies and collective agreements.) Manage the physical, material and human resources allocated to Employment Relations Sub-division.

**ENQUIRIES**
Me N Y Foba Tel No: (016) 970 9424

**APPLICATIONS**
The Chief Executive Officer, Fezi Ngubentombi Hospital, Private Bag X2017, Sasolburg, 1947

**FOR ATTENTION**
Mr M C Foforane

**POST 50/106**
ADMIN OFFICER REF NO: H/A/112

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

**CENTRE**
Winburg Hospital, Winburg

**REQUIREMENTS**
Grade 12 (or equivalent) Certificate. BAS/LOGIS Certificate. Persal Training (Certificates). Knowledge and Skills: Appropriate degree or National Diploma in Human Resource Management/Public Administration or appropriate equivalent qualification or extensive relevant experience in HR matters. Computer certificate. An appropriate recognized National Diploma or equivalent qualification in Financial Management / Public Administration.

**DUTIES**
Manage recruitment to fill vacant post, all submissions related to human resources and leave credits/forms to ensure service delivery of the facility. Manage salary advices, filing and all enquiries related to HR to ensure proper running of the institution. Ensure adherence to procurement practices in the centre as per approved delegations, directives and SCM prescripts and procedures. Responsible for the administrative duties, such as compilation Patient Registration, monthly project reports, comprehensive and statistics collection reports and writing of requests and submissions. Supervise and develop subordinates to ensure motivated and effective service delivery. Implement financial administration to support the Manager with financial administration. Exercises expenditure control to ensure the effective utilization of expenditure. Supervise and control resources to ensure a satisfactory workflow and service delivery.

**ENQUIRIES**
Mr R G Monyake Tel No: (057) 221 3333

**APPLICATIONS**
The Chief Executive Officer, Winburg / Katleho Hospital Complex, Private Bag X4, Virginia, 9730

**FOR ATTENTION**
Me N P L Sithebe

**POST 50/107**
CHIEF ADMIN CLERK (LABOUR RELATIONS) REF NO: H/C/124

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

**CENTRE**
Xhariep District

**REQUIREMENTS**
A relevant National Diploma/ Bachelor’s Degree in Public Management and or a National Diploma/ Bachelor’s Degree in Human Resource Management / Diploma in labour law. A minimum of 2-5 years’ experience in the relevant field. Experience in handling grievances, disciplinary hearing and dispute resolution. Valid driver’s license. Knowledge and Skills: Knowledge of relevant legislation such as PSA, COIDA, PFMA, LRA, BCEA etc. knowledge and understanding of PHSDBC, PSCBC and CCMA procedures, Knowledge of the Public Service Regulations, competency to provide labour related matters, thorough understanding of skills in negotiation, mediation and arbitration, ability to work under pressure.

**DUTIES**
Provide assistance and/or advice to Managers/Supervisors regarding correct application of discipline related prescripts. Represent the Employer at relevant
dispute resolution forums. Facilitate and coordinate the resolution of grievances within Xhariep District and also handle misconduct and disciplinary cases. Ensure proper management and sustaining of Union-Management Committee. Ensure continuous information sessions of managers and personnel on labour relations training in general (labour relations policies and collective agreements).

ENQUIRIES : Mr T S Monatisa Tel No: (051) 492 116
APPLICATIONS : The District Manager, Xhariep District, Private Bag X2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg
FOR ATTENTION : Mr T S Monatisa
POST 50/108 : SENIOR HUMAN RESOURCE OFFICER REF NO: H/H/109

SALARY : R242 475 per annum (Level 07)
CENTRE : Xhariep District
REQUIREMENTS : Grade 12 (or equivalent) qualification, Persal training courses. Three years’ experience in Human Resource, Knowledge and Skills: A National Diploma/Degree in Human Resource or equivalent qualification. Good communication skills and interpersonal relationships.
DUTIES : Supervise, plan and coordinate the activities of personnel Officers to contribute to rendering of professional Human resource management e.g. Personnel Development (PMDS) Performance and discipline. Ensure quality of work. Supervise the implementation maintenance of Human resource administration practice concerning service benefits or maintenance and provisioning of human resources department to contribute to the rendering of professional Human Resource Management Service. Address Human resource management enquiries to ensure the correct implementation of human resource management practices. Approve transactions on PERSAL according to delegations. Prepare reports on personnel administration issues and statistics. Write submission of overtime and vacant posts. Check and update leave records for staff as a whole. Verification of qualifications. Verifications of compiled documents.

ENQUIRIES : Mr T S Monatisa Tel No: (051) 492 116
APPLICATIONS : The District Manager, Xhariep District, Private Bag X2, Trompsburg, 9913 or hand delivered @ Albert Nzula Hospital, 2 Louw Street, Trompsburg
FOR ATTENTION : Mr T S Monatisa

DEPARTMENT OF SPORT ARTS CULTURE AND RECREATION

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

APPLICATIONS : Department of Sport, Arts Culture and Recreation, Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, Ground Floor, Warden Building, Henry Street Bloemfontein
FOR ATTENTION : Ms T Modupe
CLOSING DATE : 04 January 2019
NOTE : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver’s license, identity document and a C.V. (Separate application for every vacancy). Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful.
MANAGEMENT ECHELON

POST 50/109: CHIEF DIRECTOR: LIBRARY AND ARCHIVE SERVICES REF NO: 3000/90

SALARY: R1 189 338 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules. Appointment of the successful candidate is subject to SMS competency assessment as prescribed by the DPSA and signing of a performance agreement.

CENTRE: Bloemfontein

REQUIREMENTS: Applicants must be in possession of a NQF level 7 qualification. A qualification in a Library related study field will serve as an advantage. Extensive working experience of which at least 5 years should have been in a Senior Management position. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Good communication skills as communication with various stakeholders from different levels is required. Valid Driver's License.

DUTIES: Provide Strategic advice and direction to the Library and Archive Services Chief Directorate, Information Management as well as Information Technology in consultation with the IT Directorate. Accept full accountability for the financial planning of financial resource this include voted as well as conditional grant funds. Contribute towards the promotion of intergovernmental relations/intragovernmental co-operations, including the co-ordination of the actions required from the Chief Directorate within set legislation. Add value to the implementation of the Free State Growth and Development Strategy so as to improve the functioning of the Department as a whole. Establish where needed and/or maintain a policy and planning framework that provided a reference context for the functioning and uphold effective communication on all matter within the Chief Directorate within all stakeholders.

ENQUIRIES: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

POST 50/110: DIRECTOR: LIBRARY SERVICES REF NO: 3100/94

SALARY: R1 005 063 per annum. This all-inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules. Appointment of the successful candidate is subject to SMS competency assessment as prescribed by the DPSA and signing of a performance agreement.

CENTRE: Bloemfontein

REQUIREMENTS: Applicants must be in possession of a NQF level 7 qualification in a Library and Information related study field. At least 5 years working experience at a middle managerial level, preferably in the public sector. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Valid Driver’s License.

DUTIES: Provide Strategic advice and direction to the Library Services Directorate, to ensure operational effectiveness of all public libraries within the province as well as an establishment of a professional support service. The monitoring and evaluation of programs presented by library services to ensure the promotion of libraries to ensure optimal utilization of resources available within the libraries. Manage the budget (Voted and Conditional grant funding) and expenditure on library operations, library collections and infrastructure / facilities. Direct management of middle managers with indirect responsibility towards assets, human and financial resources within various Sub-Directorates that reports to the Director. Analyze various research outputs provided by middle managers and prepare related management reports.

ENQUIRIES: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443
POST 50/111: DIRECTOR: HERITAGE MUSEUM & LANGUAGE SERVICES REF NO: 2200/95

SALARY: R1 005 063 per annum, this all-inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules. Appointment of the successful candidate is subject to SMS competency assessment as prescribed by the DPSA and signing of a performance agreement.

CENTRE: Bloemfontein

REQUIREMENTS: Applicants must be in possession of a NQF level 7 qualification in Museum, Heritage or related study field. At least 5 years working experience at a middle managerial level, preferably in the public sector. Knowledge in sound management, planning, organization, policy development and strategic as well as financial planning. Valid Driver’s License.

DUTIES: Provide Strategic advice and direction to the Heritage, Museum and Language Services to ensure preservation, promotions and exhibition of culture history related value to the inhabitants of the Free State Province, as well as development of languages in the province. Render a support service to various statutory bodies in the Province (etc. PRHA, Geographical Names Committee etc.) Oversee the implementation of Arts, Culture and Heritage related legislation and White Papers. Responsible compiling an annual business plan as framework of what desired results the Directorate wants to achieve. Responsible for overall management of resources within the directorate including assets, financial and human resources.

ENQUIRIES: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

OTHER POSTS

POST 50/112: DEPUTY DIRECTOR: COMMUNITY ART CENTERS REF NO: 2120/99

SALARY: R697 011 per annum, This all-inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension fund and a flexible portion that may be structured in terms of the applicable rules.

CENTRE: Bloemfontein

REQUIREMENTS: Applicants must be in possession of a NQF level 7 qualification preferable in arts and culture scope with a minimum of 6 years of relevant experience. Knowledge of Public Service related legislation as well as Arts and Culture development directives. Ability to communicate with a variety of stakeholders, Facilitation, strategic planning and analytical competency. Drivers License.

DUTIES: Directly responsible for the management of Assistant Directors appointed within district community art centers as well as asset and financial management. Promote and monitor the excellence in performing arts as well as visual arts and crafts sector in the province. Ensure that community art centers provide the required training in performing arts, visual arts and crafts, plan and execute outreach programmes and ensure accessibility of facilities to the community. Liaise with various stakeholders to create a platform of best practices with regards to performing arts, visual arts and crafts development.

ENQUIRIES: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

POST 50/113: ASSISTANT DIRECTOR: MUSICON REF NO: 2180/01

SALARY: A Basic Salary of R444 693 per annum (Level 10)

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate NQF 7 qualification preferable in Music, Driver’s License. At least 3 years’ relevant experience which include supervision. Proven knowledge in the music tuition area. Understanding Public Service legislation and procedures.

DUTIES: Manage the Academy of Music (MUSICON) this include to provide strategic direction to Unit managers including general management of asset, budget and human resources. Represent MUSICON at cultural events. Conduct needs analysis of MUSICON and ensure implementation of the departments’ as well as MUSICON’s strategic objectives. Design and implement programmes and activities aligned with the objectives of MUSICON. Ensure that objectives,
programmes and projects of the MUSICON are clearly defined, implemented and monitored. Responsible for transformation of MUSICON to ensure equitable access to music tuition to all citizen of the Province.

ENQUIRIES: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

POST 50/114: ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 1240/96

SALARY: A Basic Salary of R356 289 per annum (Level 09)
CENTRE: Bloemfontein (Financial Management Directorate)

REQUIREMENTS: Relevant financial accounting qualification or related at NQF level 7. Driver’s License. At least 4 years of relevant financial experience. Knowledge and understanding of financial management environment linked with the PMFA directives. Bas and LOGIS expertise. Well-developed interpretation, analyzing skills with ability to introduce corrective measures.

DUTIES: Establish and nurture financial management policies and procedure. Ensure that all delegations exist and are updated annually and also ensure that they are approved by the Head of Department. Check all payments for completeness and accuracy before final authorization on the systems. Consolidate monthly and quarterly KCM report and ensure that all supporting documents are available and filed accordingly. Ensure that all inputs on PROPPAC Resolutions are captured timely. To implement the administrative controls to ensure that policies and objectives are implemented in an efficient and effective manner, and to perform spot checks on subsistence and travelling payments. Review of samples of financial transactions processed for accuracy and completeness. Oversee the effective use of moveable asset and resources allocated.

ENQUIRIES: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

POST 50/115: PRINCIPAL LIBRARIAN REF NO: 3102 /87

SALARY: A Basic Salary of R299 709 per annum (Level 08)
CENTRE: Bloemfontein (Collection Development)

REQUIREMENTS: Relevant B Degree e.g. Library and Information Science or related and equivalent NQF 7 Qualifications. Driver’s License. 2 years’ experience (Collection developments, cataloguing and library material classification) basic supervision experience.

DUTIES: Oversee the evaluation and selection of new library material. Assess publisher catalogues (paper base and electronic version) to select library materials. Administer the publication and promotion of library collections. Evaluate existing stock (Library material) to determine gaps and to identify old obsolete and outdated materials. Responsible for management of assets and human resources. Assist with the development and implementation of a collection development policy.

ENQUIRIES: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

POST 50/116: PRINCIPAL LIBRARIAN REF NO: 3502/88

SALARY: A Basic Salary of R299 709 per annum (Level 08)
CENTRE: Welkom Public Library

REQUIREMENTS: Relevant B Degree e.g. Library and Information Science or related and equivalent NQF 7 Qualifications. Driver’s License. 2 years’ experience with basic supervision experience.

DUTIES: Ensure proper planning and co-ordination of the services and activities presented by the library. Ensure the establishment of community structure for consultation. Manage the rendering of professional library and information services to Community. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources e.g. Finance assets and human resources.

ENQUIRIES: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443
<table>
<thead>
<tr>
<th>POST 50/117</th>
<th>OCCUPATIONAL HEALTH &amp; SAFETY OFFICER REF NO: 1444/97</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>A Basic Salary of R299 709 per annum (Level 08)</td>
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<tr>
<td>CENTRE</td>
<td>Bloemfontein</td>
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<tr>
<td>REQUIREMENTS</td>
<td>An appropriate NQF 7 Degree with at least 2 years' experience in OHS work. Driver’s license. Knowledge and understanding of OHS programs and policies in the workplace. Ability to analyze and develop Occupational Health &amp; Safety policies. Presentation skills. Courses linked with SHEQ will be an advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Ensure implementation of the Occupational Health and Safety (OHS) act. Ensure availability and serviceability of OHS equipment. Identify safety and health environment hazards and risk, trends and provide mitigation measures. Conduct continuous analyses of first aid management. Provide advice and guidance on OHS issues. Provide training to departmental officials on OHS practices. Responsible for staff supervision.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443</td>
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<thead>
<tr>
<th>POST 50/118</th>
<th>COLLECTION OFFICER REF NO: 2261/86</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>A Basic Salary of R299 709 per annum (Level 08)</td>
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<tr>
<td>CENTRE</td>
<td>Bloemfontein</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A Bachelor degree or post graduate Diploma in Museum/Heritage Services. 3 Years’ experience in a museum or heritage related environment Drivers Licence. Computer Literacy. Knowledge in handling and conservation of artefact’s, electronic documentation and store management as well as research methodology. Ability to maintain good public relations, report writing and administrative skills as well as competency to operate photography equipment.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Develop and maintain documentation systems and processing system for artefact within Provincial Museum. Develop and maintain administrative procedures to support the management and obedience of museum collections Conservation and preservation of artefacts. Expose communities to their heritage by making artefacts available for research, museum exhibitions, outreach programs and handle public enquiries. Responsible for management of human resources and assets.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443</td>
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<thead>
<tr>
<th>POST 50/119</th>
<th>LIBRARIAN REF NO: 3108/89</th>
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<tr>
<td>SALARY</td>
<td>A Basic Salary of R242 475 per annum (Level 07)</td>
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<tr>
<td>CENTRE</td>
<td>Bloemfontein (Development Services)</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Relevant B Degree e.g. Library and Information Science or related and equivalent NQF 7 Qualifications. Driver’s License. Computer literacy. Good communication and presentation skills. Experience as trainer will be an advantage.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Develop and present basic library related training programmes and courses. Partake in training needs analysis of library employees to ensure needs-based training programmes. Compile monthly statistical training reports for the Skills Development Facilitator. Maintain and update training records of Directorates’ official. Partake in the planning and co-ordination of training sessions for library workers. Assist with the maintenance of the Public Library Handbook to ensure that library functions are carried out according to uniform standards and guidelines.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443</td>
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<tr>
<th>POST 50/120</th>
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<tr>
<td>SALARY</td>
<td>A Basic Salary of R242 475 per annum (Level 07)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Koffiefontein (Diamanthoogte School)</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Relevant B Degree e.g. Library and Information Science or related and equivalent NQF 7 Qualifications. Driver’s License. Computer literacy. Good communication and presentation skills.</td>
</tr>
</tbody>
</table>
**DUTIES**: Plan and coordinate the services and activities presented by the library. Ensure the establishment of community structure for consultation. Ensure the rendering of professional library and information services to school children, teachers and general public. Promote the use of libraries and a culture of reading. Perform administrative duties in the Library. Responsible for management of resources e.g. Finance assets and human resources.

**ENQUIRIES**: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

**POST 50/121**: WORKS/BUILDING INSPECTOR REF NO: 1442/98 (X2 POSTS)

**SALARY**: A Basic Salary of R196 407 per annum (Level 06)

**CENTRE**: Bloemfontein

**REQUIREMENTS**: A relevant National Diploma with NQF 6 Level value or a N3 with a passed trade test in the building environment or registration an engineering technician with a valid driver’s license.

**DUTIES**: Render a basic inspection service of work done on minor new and existing structures/buildings. Analyze and compile relevant documents for work to be done this include development and interpretation of plans and sketches as well as compiling specifications and quotation documents. Oversee the work of contractors, consequently inspect the work done by them, compile and process variation orders and request for the extension of deadline when needed, report on problems emanating from the projects and compile payment.

**ENQUIRIES**: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

**POST 50/122**: LIBRARY ASSISTANT REF NO: 3505/3

**SALARY**: A Basic Salary of R163 563 per annum (Level 05)

**CENTRE**: Welkom Public Library

**REQUIREMENTS**: Senior Certificate or equivalent qualification with computer literacy.

**DUTIES**: Render library and information services e.g. check books in and out of library, assist patrons to find materials and guide user how to use library resources, inspect returned books for condition and due date status, manage reserve materials and removing out dated material etc. Promote the use of libraries and a culture of reading by assisting with displays of library materials and during promotional events and programs. Perform administrative duties in the Library e.g. handle enquiries, request stationary and other goods and services, maintaining of patron’s particulars on the computer.

**ENQUIRIES**: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443

**POST 50/123**: COLLECTION ASSISTANT REF NO: 2261/85

**SALARY**: A Basic Salary of R115 437 per annum (Level 03)

**CENTRE**: Bloemfontein

**REQUIREMENTS**: Grade 10 Qualification with driver’s License. Computer Literacy. One-year experience in a museum Environment with knowledge in handling of artefacts. Skill to perform administrative tasks.

**DUTIES**: Assist with marking and documentation of artefacts. Maintain the storeroom to keep artefacts protected, clean and organised. Assist with handling objects during collection verification or audits. Expose communities to their heritage by making artefacts available for research, museum exhibitions and outreach programs. Responsible for asset management.

**ENQUIRIES**: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247 or Ms Tlaleng Modupe @ 066 479 1443
OTHER POSTS

POST 50/124: MEDICAL HEAD CLINICAL UNIT IN SURGERY REF NO: SEB-MED-05
Directorate: Surgery

SALARY: R1 643 352 per annum (All-inclusive package)
CENTRE: Sebokeng Hospital
REQUIREMENTS: A degree (MBCHB) or equivalent, Registration with HPCSA as a Medical Specialist in Surgery. Proof of current registration with HPCSA as medical Specialist in Surgery. 5 (five) years post registration experience as a Medical Specialist Grade 1 in Surgery. Appropriate teaching and learning skills and Demonstrate research skills. 5 (Five) years management experience will be an added advantage. An in-depth knowledge of the functioning of Surgery department. Ability to perform appropriate specialized procedures within the field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience, Sound knowledge of management and human resources, Sound knowledge of current health and public service legislation and policies, Good Communication and supervisory skills, Ability to work within a team, Stress tolerance and self-confidence, Capability to build and maintain relationships, Leadership and decision making skills.

DUTIES: Management of designated areas of responsibility within the Surgery Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performance of procedures relevant to the discipline. Supervision of / participation in post graduate and undergraduate training. Participation in the academic programs of the department. Conducting relevant research within the department of Surgery. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Surgery services in the district. Providing consultative support services to peripheral institutions as part of the department’s outreach program.

ENQUIRIES: Dr Mashe OP Tel No: 016 930 3304
APPLICATIONS: Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Nr. 1 Moshoeshoe Street, Sebokeng, 1983.
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 date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment

CLOSING DATE: 28 December 2018

POST 50/125: MEDICAL SPECIALIST GRADE 1-3
Directorate: Emergency Medicine Department

SALARY: Grade 1: R1 051 368 – R1 115 874 per annum (all-inclusive package) Ref No: MEDSPEC/KPTH/001/12/18
Grade 2: R1 202 112 – R1 275 885 per annum (all-inclusive package) Ref No: MEDSPEC/KPTH/002/12/18
Grade 3: R1 395 105 – R1 744 191 per annum (all-inclusive package) Ref No: MEDSPEC/KPTH/003/12/18

CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Grade 12. HPCSA registration: Specialist in Emergency Medicine. ATLS, ACLS, PALS, courses. Core Competencies: Team leader and team player; able to
develop good interpersonal relationships; excellent communication skills; educational capabilities (pre-graduate and postgraduate) in Emergency Medicine; management capabilities of an emergency unit. **Grade 1:** No experience required, **Grade 2:** 5-years appropriate experience and **Grade 3:** 10-years appropriate experience.


**ENQUIRIES**: Prof. M.M. Geyser Tel No: (012) 318-6700

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

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

**CLOSING DATE**: 28 December 2018

**POST 50/126**: MEDICAL SPECIALIST GRADE 1-3

**Directorate**: Internal Medicine Department

**SALARY**: Grade 1: R1 051 368 – R1 115 874 per annum (all-inclusive package) Ref No: MEDSPEC/KPTH/004/12/18
Grade 2: R1 202 112 – R1 275 885 per annum (all-inclusive package) Ref No: MEDSPEC/KPTH/005/12/18
Grade 3: R1 395 105 – R1 744 191 per annum (all-inclusive package) Ref No: MEDSPEC/KPTH/006/12/18

**CENTRE**: Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**: Grade 12. MMed in Internal Medicine or FCP (SA). Should be registered as a specialist physician at the HPCSA. The applicant should be interested in doing clinical work, training students, doing research and follow a career in academic medicine. **Grade 1:** No experience required, **Grade 2:** 5-years appropriate experience and **Grade 3:** 10-years appropriate experience.

**DUTIES**: Clinical work: Supervision of clinical staff; Manage own service delivery group; Assess and ensure good quality of clinical service delivery in own clinical service group; Manage and work in Medical Outpatients on days allocated for clinical group; Manage and work in Specialist Clinic as allocated; Review discharge summaries of all discharges from clinical service group. Education and Training: Assist with training of pre and postgraduate medical student; Assist in clinical examinations; Lecturing where required; Monitor and evaluate postgraduate student clinical progress rotating in clinical service group; Attend and present at academic meetings; Manage own clinical development. Research: Develop own research interests and publish appropriately; Support allocated postgraduate students with research projects; Supervise allocated postgraduate students with research projects. Administration: Perform administrative tasks related to student training and development within clinical service group; Perform administrative tasks related to patient management and address complaints that may occur within
ENQUIRIES : Prof. D.G. van Zyl Tel No: (012) 373-1075
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book
NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
CLOSING DATE : 28 December 2018
POST 50/127 : MEDICAL SPECIALIST GRADE 1
Directorate: Psychiatry
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 : Provide effective and efficient inpatient and outpatient Psychiatric care. Doing rounds and supervise Registrars and Medical Officers rotating in Psychiatry. Liaison psychiatry service within Rahima Moosa Mother and Child Hospital and outreach to facilities/services in the catchment area. Participation in the academic duties of the Wits Department of Psychiatry. Teach and supervise undergraduate medical and postgraduate students in the discipline of Psychiatry Research. Conduct and report research and regular clinical audits. Participate in a multi-disciplinary team and in management committees.
ENQUIRIES : Dr. F. Benson Tel No: (011) 470-9030
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 : 28 December 2018
POST 50/128 : MEDICAL SPECIALIST GRADE 1 (ORTHOPAEDIC) REF NO: SEB-MED-06
Directorate: Orthopaedic
SALARY : R1 051 368 per annum (All-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : A degree (MBCHB) or equivalent. Registration with HPCSA as a Medical Specialist in Orthopaedic. Proof of current registration with HPCSA as medical Specialist in Orthopaedic. 1 (One) year post registration experience as a Medical Specialist Grade 1 in Orthopaedic.
DUTIES : An in-depth knowledge of the functioning of Orthopaedic department. Ability to perform appropriate specialised procedures within the field of expertise.
Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience. Sound knowledge of management and human resources. Sound knowledge of current health and public service legislation and policies. Good Communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence. Capability to build and maintain relationships. Leadership and decision-making skills. Management of designated areas of responsibility within the Orthopaedic Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Orthopaedic services in the district. Providing consultative support services to peripheral institutions as part of the department’s outreach program.

ENQUIRIES : Dr Mashele OP Tel No: 016 930 3304
APPLICATIONS : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Nr. 1 Moshoeshoe Street, Sebokeng, 1983.
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 date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment

CLOSING DATE : 28 December 2018
POST 50/129 : MEDICAL SPECIALIST GRADE 1 UROLOGY REF NO: SEB-MED-07
Directorate: Urology

SALARY : R991 857 per annum (All-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : A degree (MBCHB) or equivalent. Registration with HPCSA as a Medical Specialist in Urology. Proof of current registration with HPCSA as medical Specialist in Urology. 2 (Two) years post registration experience as a Medical Specialist Grade 1 in Urology. Two years management experience will be an added advantage.

DUTIES : An in-depth knowledge of the functioning of Urology department. Ability to perform appropriate specialised procedures within the field of expertise. Assessment, diagnosis and management of patients within the field of expertise. Proven academic capabilities and training experience. Sound knowledge of management and human resources. Sound knowledge of current health and public service legislation and policies. Good Communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence. Capability to build and maintain relationships. Leadership and decision making skills. Management of designated areas of responsibility within the Urology Department at Sebokeng Hospital. Conducting of clinics, ward rounds and consultations to other disciplines. Drawing up of protocols for patients and ward/clinic management. Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Urology services in the district. Providing consultative support services to peripheral institutions as part of the department’s outreach program.

ENQUIRIES : Dr Mashele OP Tel No: 016 930 3301
APPLICATIONS : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Nr. 1 Moshoeshoe Street, Sebokeng, 1983.
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 date please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment.

**CLOSING DATE** : 28 December 2018

**POST 50/130** : PHARMACIST (GRADE 1 - 3) REF NO: HRM 45/2018 (X2 POSTS)
Directorate: Pharmacy

**SALARY** : R655 980 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : B.Pharm or Diploma in Pharmacy recognized by the South African Pharmacy Council. Registration as a Pharmacist with the South African Pharmacy Council. Communication skills, basic financial management skills, management skills such as planning, decision making, problem solving, organizing, interpersonal skills, training skills, computer and research skills. Act as a tutor.

**DUTIES** : Provision of pharmaceutical care and service to patients through dispensing medication to in and out - patients. Ensure the adherence and monitoring of EML/STG, SOP's, GPP, GCP, NCS, PFMA and work procedures. Evaluating and monitoring medicine supply management. Training and supervising pharmacist interns, pharmacist assistants and any other personnel in the unit. Gather and analyze relevant statistical data for forward planning. Participate in the budgetary monitoring process. Produce relevant reports. Supply relevant information to medical, nursing staff and patients. Monitor and evaluate quality of service. Participate in in-service training. Perform any legitimate task requested that is necessary for the provision of a quality pharmaceutical service.

**ENQUIRIES** : Mrs. Deyesel L Tel No: (012) 354 1282

**APPLICATIONS** : Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 28 December 2018

**POST 50/131** : ASSISTANT MANAGER NURSING (PNB4 BAR SPECIALTY) REF NO: WKH HR 001
Directorate: Nursing

**SALARY** : R581 826 per annum plus benefits. Salary will be in line with OSD regulations with regards to years of experience after registration.

**CENTRE** : Weskoppies Hospital

**REQUIREMENTS** : Grade 12. Basic qualification as a Professional nurse according to R425 that leads to registration with the South African Nursing Council as a Professional nurse. A post basic qualification in the speciality area: Psychiatry recognized in accordance with R 212. A qualification in nursing administration / management will be a recommendation. Driver's license. Experience A minimum of 10 years’ experience as a professional nurse after registration as a PN with SANC. 6 years’ experience in psychiatric nursing after registration of the post basic Psychiatry qualification. At least 3 years’ experience on management level.

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

**ENQUIRIES** : Ms. A Nyathi Tel No: (012) 319 9680

**APPLICATIONS** : Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria 0001 or placed in the "Application box" provided at the security gate.

**NOTE** : Applications should include Z83, CV, certified copies of ID and Qualifications. Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting process.
POST 50/132
ASSISTANT MANAGER NURSING: SPECIALTY GYNAE & OBSTETRICS REF NO: HRM 46/2018
Directorate: Nursing

CLOSING DATE: 28 December 2018

SALARY: R581 826 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS:
Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council 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 in Advanced Midwifery Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy.

DUTIES: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth ethical standards and development of self and subordinates.

ENQUIRIES: Mrs. Mowayo AM Tel No: (012) 354 1300
APPLICATIONS: Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 28 December 2018

POST 50/133
ASSISTANT MANAGER AREA NURSING SPECIALTY (OBSTETRICS & GYNAE) REF NO: ASSTMAN/PHOLH/100/11/18

SALARY: R581 826 – R599 274 per annum
CENTRE: Pholosong Hospital
REQUIREMENTS:
SANC Registration. Post Basic nursing qualification with duration of at least 1 year accredited with SANC. A minimum of 10 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing at least 6 years of the period referred to above must be appropriate recognizable experience in the speciality. At least 3 years of the period referred to above must be appropriate recognizable experience at management level. Computer literacy (MS Word or Excel).

DUTIES: Demonstrate an in depth understanding of other legal framework such as National Health Act, Public Service regulation and Labour Relations Act. Demonstrate an in depth understanding of other relevant legal framework such as National Health Act, Occupational Health and Safety Act, Public regulation and labour relations act. Demonstrate an in depth understanding of nursing legislation and related and ethical practices and how this impact on service delivery. Ensure clinical nursing practices by the nursing team/ unit in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality on nursing care as directed by the professional scope of practices and standards as determined by the relevant health facility. Demonstrate an understanding of HR and Financial and practices. Demonstrate effective communication with parents, patients, supervisor, other health professionals and junior colleagues, including more complex, writing when required. Work effectively and amicably at supervisory level with person of diverse intellectual, cultural, racial or religious differences. Able
to develop a contract, Build and maintain a network of professional relates in order to enhance service delivery.

ENQUIRIES: Ms KF Mabuza Tel No: (011) 812 5000
APPLICATI ONS: Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.
CLOSING DATE: 28 December 2018
POST 50/134: HEAD OF ACADEMIC DEPARTMENT–PND3- GENERAL NURSING SCIENCE
REF NO: HADNURS/BARACOL/0010/12/18
Directorate: Nursing Education and Training

SALARY: R548 436 per annum (plus benefits)
CENTRE: Chris Hani Baragwanath College
REQUIREMENTS: Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. bachelor's Degree/Diploma in Nursing Education. Computer literacy in MS Office. Minimum of 9 years’ appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education. Experience in theory and clinical facilitation and assessment. Knowledge of procedures and processes related to Basic Nursing Programmes. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards and Scope of Practice. Knowledge of Human Resources and Finance management. In depth knowledge of current changes/developments in Nursing Education; Public Service Prescripts; sound communication skills. Experience in planning, organising, leading and controlling. A valid Driver’s licence.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure of students at clinical practice. Develop and monitor implementation of quality assurance programmes. Orientate, support, supervise and appraise staff members in the academic department. Participate in the presentation of academic programmes (theory and clinical practice). The incumbent will also be required to supervise and moderate the theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research work relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Ability to participate in daily management of the College and oversee the supervision of students.

ENQUIRIES: Ms. N.E Ntsele Tel No: 011 983 3009, Ms. P.C. Sithole Tel No: 011 983 3002
APPLICATIONS: Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013.
NOTE: All applications must be submitted with a Z83 form, a C.V and Certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNp). Incomplete applications or applications received after closing date will not be considered
CLOSING DATE: 28 December 2018
POST 50/135

OPERATIONAL MANAGER NURSING (SPECIALTY UNIT) PNB3 (PAEDS ICU)

REF NO: OPSMAN/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 specialities 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 - 2050

APPLICATIONS : Application to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein, 1665 or Hand delivered / submitted at corner Flint Mazibuko and Rev. R.J.T Namene Drive Olifantsfontein 1665

CLOSING DATE : 28 December 2018

POST 50/136

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 demonstrative basic computer Literacy as a support tool to enhance service delivery. Be informed with labour act Practises– 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. NamaneOliantsfontein 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** : 28 December 2018

**POST 50/137** : ASSISTANT MANAGER NURSING AREA (QUALITY ASSURANCE) REF NO: WKH HR 11/2018

**SALARY** : R532 449 plus benefits. Salary as per OSD Regulations

**CENTRE** : Weskoppies Hospital

**REQUIREMENTS** : Grade 12. A basic R425 qualification which allows registration with SANC as a Professional Nurse. A qualification in Quality Assurance or minimum of 5 years' experience in Quality Assurance. A qualification in management will be a recommendation. Valid driver's license. Advanced computer literacy. Experience: Minimum of 8 years appropriate/ recognisable experience in nursing after registration with SANC in general nursing. Years of experience as contained in the OSD Annexure A. At least 3 years of the abovementioned period must be at managerial level.


**ENQUIRIES** : Ms. B Schoonwinkel Tel No: (012) 319 9680

**APPLICATIONS** : Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the “Application box” provided at the security gate.

**NOTE** : Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting process

**CLOSING DATE** : 28 December 2018

**POST 50/138** : ASSISTANT MANAGER (QUALITY ASSURANCE) REF NO: ASSTMAN/SEBH/01/12/18

**SALARY** : R532 449 per annum (All-inclusive package)

**CENTRE** : Sebokeng Hospital

**REQUIREMENTS** : Basic R425 qualification, i.e. Diploma/degree in nursing that allows registration with the SANC as a Professional Nurse and Midwife. A minimum of eight (8) year’s appropriate/ recognizable nursing experience after registration as a Professional Nurse and Midwife with SANC. Three years of the period mentioned above must be recognizable experience in a quality assurance and clinical environment. Be
computer literate. Candidate must be able to work under pressure. Candidate must have knowledge of strategic planning, project management, quality system and National Core Standards, presentation and facilitation skills.

**DUTIES**: Coordinate reporting investigations and management of complaints and serious adverse events incidences in the hospital. Participate in selected clinical audits. Provide initiative to improve customer care at a user-friendly environment. Advocate for and ensure the promotion of National Core Standards. Conduct client satisfaction surveys and share results with the relevant stakeholders. Ensure that monthly internal audits are conducted in patients care units in compliance to National Core Standards.

**ENQUIRIES**

Mr SJK Sejeng Tel No: (016) 930 3302

**APPLICATIONS**

Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Nr. 1 Moshoeshoe Street, Sebokeng, 1983.

**NOTE**

Applications should be on form Z 83; with 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 (yymmdd) name of contact person(s) and contact details and company/institution date stamp with signature. People with disabilities are encouraged to apply. Successful applicants will undergo pre-employment medical surveillance.

**CLOSING DATE**

28 December 2018

**POST 50/139**

ASSISTANT DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICE

**REF NO**: ASDTHER/PHOLH/200/11/18

**SALARY**

R489 429 – R543 195 Grade 1- per annum (plus benefits)

**CENTRE**

Pholosong Hospital

**REQUIREMENTS**

A bachelor’s degree or equivalent in Physiotherapy, Occupational Therapy, Speech Therapy, Psychology, Social Work, Dietician, Radiographer or Pharmacy. Registration with the HPCSA. A minimum of 3 years’ experience as a manager of one of the above-mentioned department. Good verbal and non-verbal communication skills. Management and leadership skills. Knowledge and application of relevant legislation and health policies.

**DUTIES**

To ensure efficient service delivery by managing, developing and monitoring allied services as indicate by health policies. Develop, review, monitor and implement policies, guidelines and protocol for related Allied Health services. To ensure compliance with the Quality Assurance Standards in Allied department. To monitor and ensure continuous professional development of staff members according to the regulation of HPSCA. Ensure comprehensive HR Management and effective development of staff. Implement an effective recruitment and retention strategy. Manage staff by implementing the PMDS policy effectively. Plan and monitor financial resources allocated to allied department. Assist in coordinating student training activities and liaises with tertiary institutions. To communicate effectively with the clinical manager and hospital management. To establish a working relationship with external service providers to ensure optimal service delivery to patients with disabilities.

**ENQUIRIES**

Dr NM Makgana Tel No: (011) 812 5000

**APPLICATIONS**

Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE**

Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.

**CLOSING DATE**

28 December 2018

**POST 50/140**

THERAPEUTIC & MEDICAL SUPPORT SERVICES PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2018/12/03

**Directorate**: Rehabilitation

This is a re-advertisement (Applicants who previously applied are advised to re-apply as their previous applications will not be considered)

**SALARY**

R440 982 – R489 429 per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District (SSDR)
**REQUIREMENTS**

Appropriate qualification degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA post community service. Good communication skills. Valid registration with HPCSA. Knowledge in the relevant policies, protocols and guidelines. Report writing skills and problem-solving skills. Valid driver’s license. Experience in working in a community-based rehabilitation setting. Computer literacy. Must be proactive, innovative and independent team leader.

**DUTIES**

Render a service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management of the Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology, supervision of allocated staff servicing SSDR area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual Rehab team reports, stats and other administrative duties for rehab unit and submit to the Sub-District PHC Manager and Assistant Director: Rehabilitation. Establish good working relationship with other stakeholders within the sub- District e.g. Mental Health, NGO’s, Organization for People with Disability, etc. Provide community-based Rehabilitation with the focus on health promotion, prevention and community intervention. Knowledge on Performance Management and Development System. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend management meeting and Rehab forums. Ensure adherence to government policies and protocols. Perform any other duties delegated by Supervisor/Manager.

**ENQUIRIES**

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

**APPLICATIONS**

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

**FOR ATTENTION**

Human Resource Manager

**NOTE**

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

**CLOSING DATE**

28 December 2018

**POST 50/141**

CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO:

OCCTHERAP/JDH/001/11/18

Directorate: Allied Services

**SALARY**

R440 982 per annum (plus benefits)

**CENTRE**

Jubilee District Hospital

**REQUIREMENTS**

Diploma or Degree in Occupational Therapy. A minimum of 3 years appropriate experience in Occupational Therapy post Community Service. Registration with HPCSA as an independent Occupational Therapy practitioner. Proof of current registration as an Occupational Therapist with HPCSA. Computer Literacy will give you advantage. Applicants should have experience in working in a multi-disciplinary team. They should be able to take initiatives, work under pressure and possess problem-solving skills.

**DUTIES**

Render an Occupational Therapy service (including promotion and prevention campaigns) in allocated area that complies with the standards and norms as indicated by Health policies. Participate and implement quality assurance measures in own areas of work. Develop and implement strategies in Occupational Therapy services as required. Undertake management and administration tasks as required. Oversee allocated staff and participate in continuous professional development programs. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment).

**ENQUIRIES**

Mr MP Madavha Tel No: (012) 717 9382

**APPLICATIONS**

Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

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

CLOSING DATE: 28 December 2018

POST 50/142: OPERATIONAL MANAGER NURSING: GENERAL UNIT REF NO: EHD2018/12/02
Directorate: Clinical Forensic Medical Services

SALARY: R420 318 – R473 067 per annum (plus benefits)
CENTRE: Ekurhuleni Health District
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice No.R425 qualification i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. of which 3 years should be working in Clinical Forensic Medicine. Experience as a sister in charge will be added benefit. Valid driver’s license and ability to drive. Computer literate, report writing skills, good communication skills, ability to work under pressure, good supervisory skills and interpersonal skills are necessary. Basic understanding of relevant legislation that governs Clinical Forensic Medicine. Evidence of registration with professional regulatory body (SANC).

DUTIES: Coordination of optimal, holistic specialized nursing care provided for survivors of gender-based violence within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources including human and financial resources. Promote stakeholder’s collaboration, Provision of Effective Support to Nursing Services, Coordinate, Support, monitor and evaluate program related activities including awareness campaigns and trainings. Relief duties of the Assistant Manager, partake in overall specialized unit functions, i.e. meetings, team building and debriefing. Maintain professional growth/ethical standards and self-development and development of staff members. Generate weekly and monthly reports. Perform any other task as delegated by Manager.

ENQUIRIES: Ms A. Mabunda Tel No: (011) 876 1794
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.

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

CLOSING DATE: 28 December 2018

POST 50/143: CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: EHD2018/12/01
Directorate: HAST

SALARY: R420 318 – R473 067 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (SSDR)
REQUIREMENTS: Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Evidence of registration with SANC. Supervisory experience will be an added advantage. A valid driver’s license Experience in TB, HIV and AIDS and TB programme management. Ability to work under pressure, presentation and report writing skills. Computer literacy.

DUTIES: Implementation of the HAST Strategic plan in line with the 90 90 90, HIV and TB strategy. Improving access to HIV and TB services through routine HCT, TB screening, GeneXpert and PCR. Implementing quality assurance to the HIV and TB programme to ensure sustained treatment viral suppression and cure rates. Liaison with HIV partners and Municipality to improve service delivery. Implementation of integrated Health information systems for ART, HCT, Pre-ART and TB on Tier.net. Community mobilization and NGO support with particular focus on key populations. Conducting quarterly reviews for performance monitoring at sub district. Manage human, financial and physical resources for HAST at sub
district and prepare source documentation for audit purposes. Report writing. Perform all other duties delegated by Supervisor/Manager.

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

FOR ATTENTION
NOTE
CLOSING DATE : Human Resource Manager People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and resettlement allowance will be paid. 28 December 2018

POST 50/144 : 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 development 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
APPLICATIONS : Dr. E. Sampier Tel No: 011 923 2311/2053/ 2060 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 : 28 December 2018

POST 50/145 : ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: EHD2018/12/01 Directorate: Corporate Services
SALARY : R356 289 - R419 679 per annum (inclusive package)
CENTRE : Ekurhuleni Health District

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**REQUIREMENTS**

A relevant three-year tertiary qualification in Commerce, Risk management or related field. Two (2) to three (3) years relevant experience, working in a risk management environment. Practical knowledge and application of Risk Management Standards and risk management methodology and Business Continuity Management. Understanding of the Public Finance Management Act, and public-sector prescripts. Computer literacy including the ability to create and manage a risk database. Working knowledge and understanding of recognized Enterprise Risk Management software in the industry Barn Owl/CURA. Written communication skills, assertiveness and presentation capabilities. Project risk management skills will be an added advantage. Creativity, innovative and analytical thinking skills. Understanding of integrated planning and reporting by risk management with other assurance providers in the organization. Membership of the Institute of Risk Management South Africa will be an added advantage. Knowledge and practical application of risk industry Standards and legislative guidelines.

**DUTIES**

The incumbent will assist in enhancing the risk management philosophy and culture in the organization. Assist in policy development, review and update of such. Develop and maintain a risk and risk incident database including risk registers for the Department. Extract risk information and develop risk profiles for the Department and graphical reports for integrated reporting. Monitor, evaluate on risk movement and performance action plans trends and warning signals by maintaining key risk indicator registers for line function. Assist in the management the secretariat functions for the risk management Committee on behalf of the Directorate. Assist in the marketing and publicity initiatives of the unit on risk awareness, fraud, anti-corruption, and ethics and integrity programmes. Enhance ERM system modification and train end users on system changes. Perform all other duties that are delegated by the supervisor/manager.

**ENQUIRIES**

Mr D.R Nkosi Tel No: (011) 876 1749/ 1751

**APPLICATIONS**

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

**FOR ATTENTION**

Human Resource Manager

**NOTE**

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

**CLOSING DATE**

28 December 2018

**POST 50/146**

MIDDLE MANAGER (ASD) PATIENT AFFAIRS REF NO: WKH HR 003

**SALARY**

R356 289 per annum (plus benefits)

**CENTRE**

Weskoppies Hospital

**REQUIREMENTS**

Senior Certificate and a relevant degree or diploma in Public Administration. OR Senior Certificate with more than 10 years’ experience in Patient Administration and 3 years’ experience at a management level in Patient Administration. Knowledge, understanding and implementation of methods, practices, policies, regulations and acts that governs Patient Administration. Computer literate in MS package. Must possess expertise knowledge on prescripts governing patient affairs including medical records and Medico Legal. Advance knowledge of report writing skills is a pre-requisite. Knowledge of the Public Service Legislations, and procedures such as PFMA, LRA, PSA, BCEA. Good written and advanced communication skills. Must have leadership, planning, organising and problem-solving skills. Must be able to manage and lead a team. Ability to multi task and prioritize. Ability to work in a high volume and highly pressurized environment.

**DUTIES**

Responsible for the overall day – to – day administrative management of the Patient Affairs Department, Central Admission department, Medical Records, Ward Clerks, Child and Adolescent clinic, Medico Legal, Patient Administration. Ensure that Patient Affairs is managed according to policies, procedures efficiently and effectively. Ensure effective management of Service Level Agreements with service providers to ensure efficient service delivery. Develop strategies, programmes and projects to improve service delivery. Determine internal control
strategies to ensure compliance with prescripts. Produce timeous management reports. Participate in the formulation of the hospital operational and strategic plans. Determine the Patient Affairs department’s annual objectives. Develop, implement and direct preventive and corrective maintenance programmes. Review and evaluate existing programme services, policies and procedures. Prepare and manages department’s budgets. Assist with implementing and monitoring of effective record keeping, accurate statistic collections as well as analysing and maintaining of a high standard of quality assurance. Assist with evaluation and training. Contribute to the hospital planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PMDS) against departmental and hospital’s objectives in line with strategic, operational and turnaround strategy of the department. Perform any other duties delegated by the Head of the Institution.

ENQUIRIES : Ms A Potgieter Tel No: 012 319 9917
APPLICATIONS : Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the “Application box” provided at the security gate.
NOTE : Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting process
CLOSING DATE : 28 December 2018

POST 50/147 : CASE MANAGER REF NO: CASEMAN/POLH/130/11/18
SALARY : R356 281 – R419 679 per annum
CENTRE : Pholosong Hospital
REQUIREMENTS : A Degree/Diploma in nursing and minimum 5 years of experience in nursing after registration as a Professional Nurse with SANC in general nursing. Computer literacy, good communication, organisational and planning skills and analytical thinking. Knowledge of National Health Act, Medical Scheme Act 131 of 1988, PFMA, RAF, UPTS & ICD 10 coding.
DUTIES : Monitor and manage internal patients as for externally funded patients (i.e ensure ALOS within norms .Ensure diagnostic specific length of stays to obtain from Clinical HOD reasons for extended length of stay) Ensure ICD10 code are correct, relevant and specific. To verify DHIS data collection. Efficient and effective communication and updating of clinical information for externally funded patients. Ensure efficient and effective interpretation of case management policies, standards, protocols and procedures. Coordinate the workflow processes between clinical and admin personnel. Management, supervision and development of staff. Evaluation and monitoring of ICD10 coding for supervision. Do authorization & confirmation for medical aid patients. Liase with external funders. Monitor medical aid rejections. Monitor & check RAF, SAPS & Correctional Service files. Assist with completion of charge sheet. Provide training on UPFS & Charge sheet. Personal Attribute: Ability to cope under pressure.
ENQUIRIES : Dr NM Mmgana Tel No: (011) 812 5000
APPLICATIONS : Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.
CLOSING DATE : 28 December 2018

POST 50/148 : SPEECH THERAPIST AND AUDIOLOGIST REF NO: SEB-SPA-08
Directorate: Allied
SALARY : R300 828 - R342 0357 per annum (plus benefits)
CENTRE : Sebokeng Hospital
REQUIREMENTS : National Diploma or Degree in Speech and Audio, Registered with the HPCSA as a Speech Therapist and Audiologist. Basic Computer skills will be an added advantage. Experience of A minimum 1years’ as a Qualified Speech and Audio. Proof of original as well as current registration with the HPCSA as an independent Speech and Audiologist. (Excluding community service) knowledge of public
service legislation, policies and procedures. Good writing, communication, planning and organizational skills. Ability to work in multidisciplinary team. Driver's license will be an added advantage.

**DUTIES**

Rendering Speech and Audiology service at the Hospital that complies with Norms and standards as indicated by the Health department. Provide community Speech and Audiology services with the focus on health promotions, prevention and intervention. Will be expected to implement early hearing detection and intervention. EHDI ECI Screening and treatment. Work in multidisciplinary team with the department. The candidate must have a better understanding of quality assurance audit tools. National Rehabilitation policy and National Core Standards. Complete statistics, annual and monthly reports. Attend and participate in monthly Speech and Audiology meetings and CPD presentations.

**ENQUIRIES**

Ms. Ndwambi C Tel No: (016 930 3360)

**APPLICATIONS**

Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Nr. 1 Mosheshoe Street, Sebokeng, 1983.

**NOTE**

Applications should be on form Z 83; with 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 (ymymdd) name of contact person(s) and contact details and company/institution date stamp with signature. People with disabilities are encouraged to apply. Successful applicants will undergo pre-employment medical surveillance

**CLOSING DATE**

28 December 2018

**POST 50/149**

**ORAL HYGIENIST GRADE 1 REF NO: EHD2018/12/04**

Directorate: Oral Health

**SALARY**

R300 828 - R342 0357 per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District

**REQUIREMENTS**

Grade 12 qualification, Degree or Diploma in Oral Hygiene (BOH or Dip OH), registration with Health Professions Council of South Africa (HPCSA) as an Oral Hygienist, proof of current registration with the HPCSA and a copy of the expanded functions certificate. A valid driver's license. Less than ten years’ experience as an Oral Hygienist since qualifying.

**DUTIES**

The incumbent will actively participate in all community-based services/programmes held in every sub-district within Ekurhuleni. The incumbent will render clinical services within their scope of practice in the clinics, dental mobile, institutions, hospitals and perform the required administrative duties. Ensure implementation of the Oral Health Strategy. Provide training to other health workers and the community. Perform any other task as delegated by Manager.

**ENQUIRIES**

Ms Z. Mahao Tel No: (011) 876 1759/1775

**APPLICATIONS**

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

**FOR ATTENTION**

Human Resource Manager

**NOTE**

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

**CLOSING DATE**

28 December 2018

**POST 50/150**

**CLINICAL TECHNOLOGIST PRODUCTION REF NO: HRM 47/2018**

Directorate: Cardiothoracic Surgery: Cardiovascular Perfusion

**SALARY**

R300 828 per annum plus benefits

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

Qualification: B-Tech in Clinical Technology - Cardiovascular Perfusion. Registration: HPCSA as a Graduate Clinical Technologist - Category Cardiovascular Perfusion (Independent Practice) (Or in process of registration). This is a position for a professional person with integrity and ability to perform under pressure. Self-driven and result orientated. Perfusionists with experience in
neonatal, infant and pediatric bypass will enjoy preference. Perfusionists with experience in ECMO/VAD will enjoy preference. Perfusionists with more post-graduate years of clinical experience will enjoy preference. Good communication, report writing, presentation and interpersonal skills. Computer literate.

**DUTIES**
To perform /provide a professional and specialized clinical technology service in Cardiovascular Perfusion at Steve Biko Academic Hospital. Cardiopulmonary bypass on patients with all accompanying activities. Autologous blood transfusion and Intra-aortic Balloon Pump experience a necessity. Active member on after-hours call list. Coagulation studies. Infection control. Stock control and administration as delegated by supervisor. Supervision of students. Participant in academic activities.

**ENQUIRIES**
Mrs. R Marais Tel No: (012) 354 1506

**APPLICATIONS**
Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**
28 December 2018

**POST 50/151**

**SALARY**
Grade 1: R300 828 – R342 357 per annum Ref No: OCCTHER/PHOLH/300/11/18
Grade 2: R352 707 – R403 302 per annum Ref No: OCCTHER/PHOLH/400/11/18
Grade 3: R415 482 – R504 219 per annum Ref No: OCCTHER/PHOLH/500/11/18

**CENTRE**
Pholosong Hospital

**REQUIREMENTS**
Appropriate qualification that allows for the required registration with the HPCSA in the relevant experience after registration with the Health Professional Council of South Africa. BSc Occupational Therapist or recognised Degree, registration with Health Professions Council of South Africa, HPCSA proof of registration. Grade 1: requires no experience. Sound interpersonal communication skills, ability to work in a multidisciplinary environment. Ability to work under pressure. Have analytical and creative skills. Grade 2: requires 10-years minimum experience and Grade 3: requires 20-years minimum experience in Occupational Therapist after registering with HPCSA as an Occupational Therapist.

**DUTIES**
Render and manage OT service that complies with standards and works as indicated by all health policies. Implant Sectional and Provincial quality assurance measures in Sub-Section. Participate in the formulation and review of sectional strategies as required. Participate in continuous professional development. Manage allocated human resource and other departmental resources. Supervision of support staff and Junior and contribute to related training activities

**ENQUIRIES**
Ms CK Selepe Tel No: (011) 812 5000

**APPLICATIONS**
Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE**
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.

**CLOSING DATE**
28 December 2018

**POST 50/152**

**SALARY**
Grade 1: R300 828 – R342 357 per annum (plus benefits) Ref No: OCCTHER/KPTH/007/12/18
Grade 2: R352 707 – R403 302 per annum (plus benefits) Ref No: OCCTHER/KPTH/008/12/18
Grade 3: R415 482 – R504 219 per annum (plus benefits) Ref No: OCCTHER/KPTH/009/12/18

**CENTRE**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
This is a rotator post between adult physical and paediatric. Grade 12. Bachelor’s degree in occupational therapy. Registration with HPCSA. Current registration with HPCSA. Identity document. Driver’s license. Must have completed community service. CV attached and Z83 completed. Good writing and communication skills.
Basic computer skills. Ability to work in a multi-disciplinary team. Any previous experience and post graduate courses in the field of work assessments and vocational rehabilitation, and work with adult neurology patients/paediatric patients will be considered. All certificates authenticated in the last 3 months. **Grade 1** requires no experience, **Grade 2** requires 10-years minimum experience and **Grade 3** requires 20-years minimum experience after registering with HPCSA as an Occupational Therapist.

**DUTIES**: Planning and implementing effective therapy to referred clients, and manage own patient load. Assist with implementing effective record keeping. Helping to develop and assessment of patients for work and assist with referring patients adequately to other team members. Implementing administration tasks allocated. Working with and supervising support staff. Participate in performance management reviews. Assist with student supervision, evaluation and training. This will include demonstrating assessments and treatment. Observing and assessing students therapy and marking written work. Required to attend relevant meetings and ward rounds. Participate in developing the department and profession.

**ENQUIRIES**: Ms. R.C. Louw Tel No: (012) 318-6702

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

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

**CLOSING DATE**: 28 December 2018

**POST 50/153**: PHYSIOTHERAPIST GRADE 1-3

**SALARY**: Grade 1: R300 828 – R 342 357 per annum Ref No: PHYTHER/PHOLH/600/11/18
Grade 2: R352 707 – R403 302 per annum Ref No: PHYTHER/PHOLH/700/11/18
Grade 3: R415 482 – R504 219 per annum Ref No: PHYTHER/PHOLH/800/11/18

**CENTRE**: Pholosong Hospital

**REQUIREMENTS**: BSc Physiotherapist or recognised Degree, registration with Health Professions Council of South Africa, HPCSA proof of registration. Sound interpersonal communication skills, ability to work in a multidisciplinary environment. Ability to work under pressure. Have analytical and creative skills. **Grade 1** requires no experience, **Grade 2**: requires 10-years minimum experience and **Grade 3**: requires 20-years minimum experience in Physiotherapist after registering with HPCSA as a Physiotherapist.

**DUTIES**: Render Physiotherapy services in allocated wards, OPD or Clinics. Develop clinical guidelines and protocols in line with the National and Provincial strategies and monitor the implementation and compliance Thereof. Monitor utilization of allocated Financial and Physical Resource and participate in continuous professional develop programmes. Coordinate and ensure the promotion & marketing of Physiotherapy Services in the hospital and community. Initiate, implement & monitor quality assurance programs.

**ENQUIRIES**: Ms CK Selepe Tel No: (011) 812 5000

**APPLICATIONS**: Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

**NOTE**: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.
CLOSING DATE : 28 December 2018

POST 50/154 : OCCUPATIONAL THERAPIST GRADE 1/2/3 REF NO: WKH HR002
Directorate: Occupational Therapy

SALARY : R300 828 – R415 482 per annum (plus benefits), salary will be in line with OSD regulations with regards to years of experience after registration as independent practitioner.

CENTRE : Weskoppies Hospital

REQUIREMENTS : Degree in Occupational Therapy. Registration with the Health Professional Council. An interest in Mental Health. Experience in Mental Health will be an advantage. Adherence to CPD requirements from HPCSA. Computer literate.

DUTIES : Provide an OT service to adult Mental Health Care users (Acute, Forensic and or Longer stay MHCU). Follow prescribed OT processes in Mental Health such as assessment/s, planning and executing treatment (individual and groups). Execute all patient related administrative tasks according to the standards set by Quality assurance principles. Actively do program planning within the Unit – Acute and Forensic. Do group treatment as planned. Participate in the annual de-institutionalization program. Do general administrative duties. Work effectively in a multi discipline team. Do student training. Participate in the WKH OT department CPD program. Do supervision of OTT/ OTA according to PMDS process.

ENQUIRIES : Ms. H Beetge, Tel No: (012) 319 9783

APPLICATIONS : Applications should include Z83, CV, certified copies of ID and Qualifications. Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag x113, Pretoria 0001 or placed in the “Application box” provided at the security gate.

NOTE : Weskoppies Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Candidates will be subjected to security screening and vetting process

POST 50/155 : SPEECH THERAPIST AND AUDIOLOGY GRADE 1-3

SALARY : Grade 1: R300 828 – R342 357 per annum Ref No: SPEETHER/PHOLH/900/11/18
Grade 2: R352 707 – R403 302 per annum Ref No: SPEETHER/PHOLH/110/11/18
Grade 3: R415 482 – R504 219 per annum Ref No: SPEETHER/PHOLH/120/11/18

CENTRE : Pholosong Hospital

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

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

ENQUIRIES : Ms CK Selepe Tel No: (011) 812 5000

APPLICATIONS : Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The institution reserves the right not to fill the post.

CLOSING DATE : 28 December 2018
POST 50/156 : SOCIAL WORKER  
Directorate: Social Services  

SALARY :  
Grade 1: R242 553 per annum (plus benefits) Ref No: CCRC/SW1/2018/12/01  
Grade 2: R298 299 per annum (plus benefits) Ref No: CCRC/SW2/2018/12/01  
Grade 3: R636 507 per annum (plus benefits) Ref No: CCRC/SW3/2018/12/01  

CENTRE : Cullinan Care and Rehabilitation Centre  
REQUIREMENTS :  

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.  

ENQUIRIES : 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 : 28 December 2018  

POST 50/157 : MENTAL HEALTH REVIEW BOARDS (MHRBS) CO-ORDINATOR REF NO: MHRB/HO/1/12/18  
Directorate: Mental Health (Specialised Services)  

SALARY : R242 475 – R285 630 per annum  
CENTRE : Central Office, Johannesburg  
REQUIREMENTS :  
A 3-year Degree/ National Diploma or Grade 12 with 10 years’ appropriate experience, negotiation, people and financial management, planning and organization, verbal and written communication and time management skills. Computer literacy. Ability to work under pressure, to work long hours and to work after hours. Knowledge of the Mental Health Care Act No. 17 of 2002. A valid driver’s licence is a pre-requisite.  

DUTIES : Co-ordinate and organize all administrative and operational resources of the Mental Health Review Boards (MHRBs). Ensure that documents relating to admissions, transfers, reviews, appeals and investigations are processed. Establish and maintain an effective information management and recordkeeping system for accurate and complete data capturing and reporting. Oversee document flow and ensure quality control of document processing. Provide leadership, direction, supervision, mentoring and training to the team as well as related key stakeholders, on all aspects of management of the secretariat functions to the MHRBs. Hold regular staff meetings and monitor attendance. Ensure that proceedings and decisions of meetings and investigations are properly and accurately recorded. Deal with queries of the Boards e.g. incomplete and incorrectly completed documents. Ensure that decisions made by the Boards are
sent to facilities e.g. Hospitals, NGOs and the High Court. Ensure adherence to quality standards and database entry. Monitor workload and expenditure of boards. Controls orders/ claims, evaluate administrative system and report on gaps. Deal with queries from the public and Mental Health Care users. Prepare detailed reports on cases/ decisions taken. Assist in drawing up the budget, manage procurement and track expenditure. Organise appeal hearings, including ensuring timely notification of all relevant parties, obtaining and distribution of documentation and issuing of subpoenas. Make provision for translation services and legal representation for users at hearings. Ensure communication of the decisions of the MHRB and follow up by monitoring implementation thereof. Ensure that Review Board members comply with accountability procedures. Manage remuneration process of Review Board members. Carry out other functions as directed by the Review Board or the chairpersons.

ENQUIRIES

APPLICATIONS

CLOSING DATE

NOTE

A curriculum vitae with a detailed description of duties and the names of two referees must accompany your application for employment (Z83). An indication in this regard will facilitate the processing of applications. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. 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 appoint. “The Gauteng Department of Health supports the appointment of persons with disabilities.

POST 50/158

FOOD SERVICE MANAGER REF NO: CCRC/FSM/2018/12/01

Directorate: Food Service Department

SALARY

CENTRE

REQUIREMENTS

DUTIES

Directorate: Food Service Department

R242 475 per annum (plus benefits)

Cullinan Care and Rehabilitation Centre

National Diploma or degree in Food Service Management /Food and Beverage Management with 0-2 relevant experience. Experience in food Service Management in a hospital environment will serve as advantage. Must be computer literate. Candidates must have skills and abilities: Leadership, Managerial, effective verbal and written communication and Analytical for report writing. Must have a specialized knowledge of food, food products, procedures and all protocols, acts relevant to operates in a Food Service Unit. Must have knowledge of PFMA and Supply Chain process, policies and strategies application in the Department of Health. Knowledge and understanding of National Core Standards. Knowledge and understanding of HACCP.

Direct control and administration of food service operations in the kitchen and ensure daily allocating of staff for wards to ensure quality food and beverage service delivery to patients. Monitor ordering of meals and diets from the wards, monitoring statistics, storage and issuing of stock as well as the reconstitution of meals distributed to wards. Monitor the ward hostess service in the wards allocated. Do quality control checks, be involved with the planning and implementation of plate waste and opinion surveys, do analysis, compiling of reports for feedback and implementation of adjustment. Involved in menu planning for normal diets, inputs in departmental budget and implementation of cost containment measures. Ensure implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. Monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant
training of human nutrition food service staff. Implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff disciplinary guidelines are maintained. Guide and implement evaluation appraisal process.

ENQUIRIES: Mr. Raisidzoge NA Tel No: (012) 7347047
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: 28 December 2018
POST 50/159: ADMINISTRATION OFFICER (PERSONAL ASSISTANT) REF NO: ADMINOFF/PHOLH/140/11/18
Directorate: Chief Executive Officer

SALARY: R242 475 - R285 630 per annum (plus benefits)
CENTRE: Pholosong Hospital
REQUIREMENTS: Grade 12 or equivalent. Computer literate. Minimum of 3 – 5 years’ experience in rendering support service to Senior Manager. Good telephone etiquette and strong interpersonal relations. Competencies: Ability to communicate well with people at different levels and from different backgrounds. Ability to act with Tact and discretion. Ability to work under pressure and independently.

DUTIES: Manage the office of the CEO. Manage all incoming and outgoing Correspondence. Maintaining a filing system to file and retrieve documentation. Handling of confidential documents. Managing the diary of the CEO. Arranging meetings and appointment and taking minutes. Liaise on behalf of the CEO with departmental officials. Other stakeholders and the public. Attend telephone calls and messages and referring appropriately where required. Ensure effective flow of information and documents. Make official travel arrangements for the CEO and processing of subsistence and travel claims and reconciliation timeously.

ENQUIRIES: Dr A Mthunzi Tel No: (011) 812 5000
APPLICATIONS: Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1540 or can be posted to Private Bag X4, Brakpan, 1550.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. The Institution reserves the right not to fill the post.
CLOSING DATE: 28 December 2018
POST 50/160: HUMAN RESOURCE OFFICER REF NO: HROFF/JDH/002/11/18
Directorate: Human Resource Development

SALARY: R242 475 per annum
CENTRE: Jubilee District Hospital
REQUIREMENTS: Grade 12 or equivalent with 3-5 years’ experience in Human Resource Development and PMDS. PERSAL Certificate. Drivers licence will be an added advantage. Knowledge of the prescripts that govern Human Resource Development and Management. Presentation and Facilitation Skills, Computer literacy, Communication Skills (written and verbal) and Interpersonal Skills.

DUTIES: Coordinate and facilitate training and induction programmes. Liaise with external training providers. Assist to conduct skills development audits. Facilitate needs directed courses/workshop. Serve as secretary during training committee meetings. Assist and advice management and staff on Employment Equity issues. Assist in development Training, Orientation and Induction, and workplace skills plans. Assist with PMDS issues and ensure capturing of PMDS on PERSAL system. Monitor the development and attendance of experiential learners. Attend training meetings in and outside of the institution. Assist with National Core
Standards on matters relating to Training and Development and PMDS. Monitor performance and ensure development of subordinates in the unit. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment).

ENQUIRIES:
Ms Morudu O.C Tel No: (012)717 9448/9530

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

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

CLOSING DATE:
28 December 2018

POST 50/161:
HUMAN RESOURCE OFFICER REF NO: HRM 48/2018
Directorate: Human Resource Management

SALARY:
R242 475 per annum plus benefits

CENTRE:
Steve Biko Academic Hospital

REQUIREMENTS:
Grade 12 or equivalent with 3-5 year’s relevant experience in the field. Provide proof managerial experience in the area or combination thereof. A demonstrated ability to provide leadership on HR practices and Administration. The ability to develop, monitor and evaluate Skills development legislation, HR policies and procedures. The ability to interpret and analyze HR data. 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 systems. Knowledge of the Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development processes, Public Service Regulations, Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: problem solving and analysis, people management. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. Excellent ethics demeanor. Knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential. A valid driver’s license.

DUTIES:
Monitor and coordinate Recruitment and Selection processes including procedure on recruiting foreigners. Implement and execute effective Human Resource functions. Manage and update staff establishment, databases to assist the HRIM section. Formulate advertisements internally and externally. Coordinate and manage employment equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement National Core Standards file and update it regularly. Implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; overtime (normal and commuted); allowances GEHS; Terminations i.e. Pensions; OSD implementation.

ENQUIRIES:
Mrs. M Ntseke Tel No: (012) 354 5359

APPLICATIONS:
Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE:
Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE:
28 December 2018
POST 50/162: ADMINISTRATION OFFICER (RISK MANAGEMENT) REF NO: ADMOFF/JDH/003/11/18
Directorate: Finance Services

SALARY: R242 475 per annum
CENTRE: Jubilee District Hospital
REQUIREMENTS: Grade 12 or equivalent plus 3-5 years of experience in risk management field, risk management skills. Writing skills, Finance, Analytical skills, internal control skills, report writing skills, computer literate and proficient in English.
DUTIES: Ensure the implementation of enterprise Risk Management (ERM), Implementation plan, policy and strategy, co-ordinate risk management activities among various structures and provide guidance to management. Provide technical guidance to risk management committee on the integration of risk management with business processes. Facilitate yearly identification and assessment of risk. Compile and present risk profiles and ensure quarterly progress report on status of risk management in the institution to the departmental risk committee. Compile a report on status of internal controls and consolidated progress report, on the implementation controls. Complete and submit the monthly incident and emergency risk report. Coordinate audit action plan and internal administrate performance indicator monitoring and control. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment)
ENQUIRIES: Ms Magano DL Tel No: (012)717 9336
APPLICATIONS: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital
NOTE: Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.
CLOSING DATE: 28 December 2018

POST 50/163: DATA CAPTURE REF NO: DATACAP/CARLH/0100/11/18
Directorate: Patient Affairs

SALARY: R163 563 – R192 666 per annum (plus benefits)
CENTRE: Carletonville Hospital
REQUIREMENTS: Grade 12 or equivalent. Experience in data management will be an added advantage. A Degree or Diploma with one-year experience in the relevant field will be an added advantage. Understanding of health information processes and procedures. Good communication and interpersonal skills. The incumbent must be computer literate. Ability to function in a team.
DUTIES: Hospital data capturing and analysis on DHIS. Communicate effectively with managers and supervisors at data generation points. Provide support to management through provision of health information in compilation of health strategic documents. Provide health information training to managers and supervisors. Monthly capturing of data on Web DHIS. Coordinate and participate in health information verification committee. Ensure compliance with District Health Information Management System (DHIMS) policy.
ENQUIRIES: Mr. C Maseko Tel No: (018)788 1703
APPLICATIONS: Application should be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag x 2023, Carletonville, 2500
NOTE: Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualifications to be attached. Failure to do so will lead into disqualification. The employer reserves the right to fill or not to fill the post. People with disabilities are encouraged to apply.
CLOSING DATE: 28 December 2018

POST 50/164: ADMINISTRATION CLERK REF NO: ADMCLE/JDH/004/11/18
Directorate: Patient Affairs Department

SALARY: R163 563 – R192 666 per annum
<table>
<thead>
<tr>
<th>CENTRE: Jubilee District Hospital</th>
<th>REQUIREMENTS: Minimum of Grade 12. Computer literacy (capturing, processing email, internet. 18months experience of admin services. (Patients affairs experience will be an added advantage. Must be willing to work shifts and work under pressure. Knowledge of PAAB, Records Management and using Metro file system, PFMA, Basic conditions of employment act will be an added advantage</th>
<th>DUTIES: Admission and registration of patients on PAAB and manual, filing and retrieval of files from records. Capturing data on TPH31A and TPH31. Completion of GPR01 during down time and updating electronic downtime information. Billing and collecting money from patients and issuing receipts; balancing in-paying register at the end of every shift. Completion of GPF 3, 4 and 5 forms. Classification of patients according to the UPFS. Assisting in other units within patient’s affairs when the need arises and ensuring that working material and equipment’s are always available. Reporting of lost, damaged, and not working equipment’s. Perform any other duties as delegated by supervisor. Comply with the performance management and development system (contracting, quarterly reviews, and final assessment).</th>
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<tr>
<td><strong>ENQUIRIES:</strong> Ms M M Makuwa Tel No: (012)717 9378</td>
<td><strong>APPLICATIONS:</strong> Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449.Hammanskaal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital</td>
<td><strong>NOTE:</strong> Applications must be completed fully on a signed Z83 form. Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.</td>
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<tr>
<td><strong>CLOSING DATE:</strong> 28 December 2018</td>
<td></td>
<td><strong>POST 50/165:</strong> DENTAL ASSISTANT GRADE 1 REF NO: EHD2018/12/01 Directorate: Oral Health</td>
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<tr>
<td><strong>SALARY:</strong> R158 595 - R181 332 per annum (plus benefits)</td>
<td><strong>CENTRE:</strong> Ekurhuleni Health District</td>
<td><strong>REQUIREMENTS:</strong> Grade 12 or equivalent qualification, Dental Assistant certificate from recognized institutions (TUT), registration with HPCSA, proof of current registration with the HPCSA, copy of an ID document. A driver’s license will be an added advantage.</td>
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<tr>
<td><strong>DUTIES:</strong> The incumbent should have knowledge of dental assisting including: infection control, chair side assisting, maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person should have good communication skills, good interpersonal relations and an ability to work under pressure.</td>
<td><strong>ENQUIRIES:</strong> Mr L.B Mudau Tel No: (011) 876 1759</td>
<td><strong>APPLICATIONS:</strong> Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.</td>
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<tr>
<td><strong>FOR ATTENTION:</strong> Human Resource Manager</td>
<td><strong>NOTE:</strong> People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. No S&amp;T claims and resettlement allowance will be paid.</td>
<td><strong>CLOSING DATE:</strong> 28 December 2018</td>
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<tr>
<td><strong>POST 50/166:</strong> CLEANING SUPERVISOR REF NO: CCRC/CLN/12/01 Directorate: Cleaning Department</td>
<td><strong>SALARY:</strong> R136 800 per annum (plus benefits)</td>
<td><strong>CENTRE:</strong> Cullinan Care and Rehabilitation Centre</td>
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<tr>
<td><strong>REQUIREMENTS:</strong> Abet level 4 with minimum cleaning experience of 10 years and 2 years as a supervisor or grade 12 as a supervisor or grade 12 with 2 years relevant</td>
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experience. Ability to read and write. (Skills needed): Management abilities such as time management and personnel management, verbal communication skill, computer literacy, supervisory experience and negotiation abilities. Knowledge of cleaning chemicals.

**DUTIES**
- Supervise the work of subordinate and ensure that high standard of cleaning is attained. Designed shifts, allocate duties and cleaning materials/equipment. Orders, receive and store cleaning material safely. Management of Human Resource (PMDS, Leave, Sectional Reports) report any broken equipment and send for repairs/maintainance. Attend meetings, address the issue of the personal protective equipment, do weekly inspections, write reports about incidents in the cleaning section.

**ENQUIRIES**
Ms. NM Mbinga 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 People with disability are encouraged to apply.

**CLOSING DATE**
28 December 2018

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**POST 50/167**
**GENERAL STORES ASSISTANT REF NO: GENSTOR/KPTH/010/12/18**

**Directorate:** Pharmacy Department

**SALARY**
R96 549 – R113 730 per annum (plus benefits)

**CENTRE**
Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**
Minimum Grade 10 and above. Excellent communication and interpersonal skills, customer oriented, responsible, time management, positive attitude and enthusiastic, self-motivated, dynamic and a quick learner, able to work under pressure and meet the schedule of ward stock delivery.

**DUTIES**
- Load, off-load stock and pack in designated areas under the supervision of a Pharmacist. Movement and dispatch of stock of medicines to designated areas during stock delivery from supplier, under the supervision of a Pharmacist. Pack vacolitres to designated area according to FIFO/FEFO principles. Adhere to good general pharmacy housekeeping to maintain a neat and clean environment.
- Delivery of medicine stock to wards and other outlets. Delivery /collection of documents to and from wards and other outlets. Assist with queue management at outpatients pharmacy as required.

**ENQUIRIES**
Ms. M.G. Mayayise Tel No: (012) 318-6839

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

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

**CLOSING DATE**
28 December 2018
**POST 50/168 : FOOD SERVICE AID REF NO: CCRC/FSA/2018/12/01 (X2 POSTS)**

Directorate: Food Services

**SALARY :** R96 459 per annum (plus benefits)

**CENTRE :** Cullinan Care and Rehabilitation Centre

**REQUIREMENTS :** Grade 12 with 1-3 years’ experience in Food Service environment. Good communication skills and willing to work in a team. Be able to work shifts, including weekends and public holidays. Mass catering experience will be an added advantage.

**DUTIES :** Perform routine task in the food service unit and perform the general cleaning task assigned to you and maintain hygiene and safety measures in the unit. Wash crockery and cutlery of patients and for function. Dishing up for the patient’s food according to portion control measures.

**ENQUIRIES :** Ms. NP Lekhade Tel No: 012 734 7000 x 264

**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 People with disability are encouraged to apply.

**CLOSING DATE :** 28 December 2018

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**DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**CLOSING DATE :** 04 January 2019, 12H00. No late applications will be considered.

**NOTE :** Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s). Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

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**POST 50/169 : DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/003555**

Directorate: Management Accounting

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

**CENTRE :** Johannesburg (Head Office)

**REQUIREMENTS :** A B.Com Degree in Accounting or relevant equivalent qualification. A minimum of 5 years’ relevant experience at middle/senior managerial level. (CA will be an added advantage). Competencies: Good communication skills (both verbal and written), presentation skills, planning and organising skills, ability to interact with stakeholders at different levels, management of personnel. Knowledge and understanding of the PFMA, DORA, Treasury Regulations, National Housing Act and National Housing Code.

**DUTIES :** Ensure implementation of policies and procedures: Contribution to the review of policies and procedures of the legislature on finance in line with the applicable prescripts. Manage budget development process: Ensure correspondence is sent out requesting budget inputs. Ensure Provincial Treasury guidelines are
implemented, operational plans are costed and, budget remains in line with the strategic objective. Manage virement process, direct the preparation of database and confirm budget is correctly divided between relevant cost centres. Maintain and manage budgetary control: Verify that legal and administrative compliance follow the procedure prescribed in the financial regulations. Analyse budget performance and recommend cost effective spending. Ensure transactions are properly recorded and accounted for, and that transactions are adjusted monthly. Account for timeous compilation of monthly IYM expenditure reports, provision of explanations on report content where major variances between actual and budget / projections exist. Prepare presentations on budget submissions and quarterly budget performance and ensure that a report is sent to the Executive Authority and other stakeholders. Monitor the compilation of the monthly cash flow of the budget and submission to Treasury. Ensure expenditure is covered in the budget and the proposed amounts, expenditure commitments are in line expenditure limits and the released spending authority. Ensure validation of account for financial statement and implement financial delegation of authority: Validate a statement of comparison and authorise expenditure or financial transaction. Bank and cash management: Ensure that petty cash, bank and cash activities are managed and monitored properly. Ensure clearing of suspense account and efficient system of record management. Systems and Master Data Management: Monitor input and maintenance of SAP master data, period maintenance. Manage preparation of reports and schedules and ensure reconciliation of expenditure to budget. Management of Payments: Ensure correct calculations, timeous issuance of funds certificate/s and payment to service providers, municipalities, accounting records are kept, conform to prescribed format. Secretariat Services: Performa secretariat service to the department’s budget committee. Supervision of Staff: Supervise and manage staff, conduct performance reviews, attend meetings (Budget, Manco, etc).

ENQUIRIES:
Mr E Kubeka Tel No: (011) - 861 3000.

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

PROVINCIAL TREASURY

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

APPLICATIONS:
Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE:
04 January 2019

NOTE:
Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process.
candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

POST 50/170 : DEPUTY DIRECTOR: AUDIT COMMITTEE SCRETARIAT
Directorate: Financial Governance

SALARY : R697 011 per annum (All inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification Degree or National Diploma in Business Administration/Public Administration or equivalent NQF Level 6 qualification in Office Administration and 3-5 years’ experience in the public sector in the area of Finance/ Auditing/Administration of which 2 year should be at a Supervisory/Management Level. High level of minutes taking, report writing skills, Computer Literacy (Word, Excel, MS Outlook etc), proficient verbal and written communication skills are a prerequisite and must be able to work under pressure.

DUTIES : The incumbent will be responsible to develop and manage the operational plan to ensure effectiveness of the Audit Committee Sub-Directorate and report on progress as required, including the facilitation of effective communication with the relevant stakeholders. Ensure fully functional, operational and effective governance principles as well as communication with key stakeholders both internally and external. Compile budget forecast and monitor expenditure through the implementation of adequate payment reconciliation as well as the payment of Audit Committee Members within the stipulated timeframes. Ensure effective administration, logistical arrangements and managing of risks pertaining to the operations of the GPG Audit Committee Sub-Directorate. Attend all GPG Audit Committee and Provincial Audit Committee meetings and record the proceedings of the meetings.

ENQUIRIES : Ms T Sokupha Tel No: (011) 227-9000

POST 50/171 : ASSISTANT DIRECTOR: ASSET MANAGEMENT
Directorate: Financial Governance

SALARY : R356 289 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification (NQF level 7) as recognised by SAQA, in Finance/Auditing or Accounting. 3 – 5 years’ experience in Accounting or Auditing or Asset management and/or related field. Knowledge and understanding of PFMA and corresponding Treasury Regulations and asset management frameworks. Knowledge and understanding of GRAP, GAAP and/or IFRIS. Advanced computer literacy.

DUTIES : Responsible for implementing, co-ordinating and monitoring the Asset and Inventory Management Strategies and the initiatives in GPG Departments and Entities. Provide continuous technical support on the implementation of the Asset and Inventory framework and guidelines within GPG Departments and Entities. Identify Asset management capacity gaps within GPG Departments and develop strategies to address capacity gaps. Ensure timely and accurate resolution of queries relating to Asset and inventory management. Improve the asset management function within GPG Departments and Entities by proposing, implementing and re-engineering asset and inventory management processes and policies. Monitor, evaluate and report on compliance with the asset management guidelines and framework. Review of s40 reports and Interim/Annual financial statements of GPG. Departments and Entities to ensure accurate and correct asset and inventory management information has been properly disclosed.

ENQUIRIES : Mr Sihle B Hlomuka Tel No: 011 227 9000
POST 50/172 : ASSISTANT DIRECTOR: RISK AND COMPLIANCE AUDIT SERVICES (X2 POSTS)
Directorate: Gauteng Audit Service

SALARY : R444 693 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification NQF level 6 (as recognized by SAQA) in Internal Auditing. 3 – 5 years’ experience in internal auditing.
DUTIES : Plan assigned projects. Determine the resources required for the project and compile a time budget. Supervise a pool of multi-skilled auditors while on the audit. On the job supervision/mentoring, coaching motivating and training of team (Maintain the standards set by the IIA and methodology) Co-ordinate short term (quarterly) plans. Liaise with team members at the planning, execution and reporting phases of each review. Appraise and evaluate the performance of the team members and draw up developmental plans. Prepare weekly progress report to be submitted to Supervisor. Review working papers compiled by the team members. Compile the audit findings and the report. Conduct interviews with client when required. Comply with GAS admin requirements. Maintain accurate time records. Conduct interviews during recruitment for the cluster.

ENQUIRIES : Ms. L Ninzi Tel No: (011) 227 9000

POST 50/173 : INTERNAL AUDITOR QUALITY ASSURANCE & IMPROVED PROGRAMME (X2 POSTS)
Directorate: Gauteng Audit Services

SALARY : R299 709 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant diploma or degree in Internal Auditing with 2 years’ experience in auditing environment. Attributes: The role require an innovative thinker with good analytical, interpersonal, communication skills, have sound business.
DUTIES : To perform quality assurance reviews of audit files according to the International Professional Practices Framework (IPPF) and Research for Gauteng Audit Services and related Services. Document system descriptions and prepare flowcharts. Prepare audit programmers. Execute audit programmers. Compile and reference audit working papers. Liaise with team leaders at the planning execution and reporting phases of each internal review. Review working papers and referencing prepared by trainees and assistant auditors. Compile the audit findings and prepare draft audit report. On the job mentoring/coaching motivating and training of other team members. Contribute expertise and industry knowledge to ensure value is added to the client and Gauteng Audit Services. Liaise and inform the supervisor regularly on the progress of the audit. Comply with Gauteng Audit Services admin requirements. Maintain accurate time records. Maintain acumen and decision-making skills.

ENQUIRIES : Ms B Sedibe Tel No: (011) 227 9000

POST 50/174 : SENIOR PRACTITIONER: FINANCIAL BUSINESS SYSTEMS
Directorate: Financial Governance

SALARY : R299 709 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma or Degree in Information Technology or Financial Information Management Systems. 1 – 2 years (SAP, PERSAL, BAS) system support experience. Solid experience in designing and developing training tools i.e. simulation tools, assessment tools and learning management systems. Knowledge of (SAP, PERSAL, BAS) systems. SAP Certification will be an advantage. Applicable legislative and regulatory framework. Ability to analyse problems and provide clear recommendations. Driver’s license, must be prepared to travel. Strong organizational skills. Able to collaborate with clients, and have a strong desire to excel. Excellent communication skills, written and verbal. Must be able to work independently as well as a team player and can manage own workload. Able to Multi-task and work under tight deadlines. Must be an effective problem solver.
**DUTIES**: The successful candidate will assist in improving the level of skills in system end-user in (SAP, PERSAL, BAS) applications within the GPG. Provide system support on (SAP, PERSAL, BAS) applications for GPG system end-users by ensuring the efficient and timely operation of all incoming requests and incidents from various departments. Provide appropriate support and inputs to comply with system processes and procedures. Responsible for ensuring issues are handled professionally and promptly, issues are tracked, reported on /or escalated accurately as required. Prepare and maintain transversal and other systems for utilization. Identify and conduct both informal and formal (SAP, PERSAL, BAS) systems training to users. Prioritizes the training needs in collaboration with managers for their team ensuring that the areas that lead to the highest impact and value add are selected. Monitor the effectiveness of the training received, by receiving feedback reports from officials as well as continuous feedback from departmental managers. Assist and train departments on how to draw and analyse.

**ENQUIRIES**: Mr S Hlomuka Tel No: (011) 227 9000

**POST 50/175**: **SENIOR PRACTITIONER: FINANCIAL AUTOMATION MANAGEMENT SYSTEM (FAMS)**
Directorate: Financial Governance

**SALARY**: R299 709 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: Relevant 3-year tertiary qualification (NQF level 6) National Diploma / Degree in Finance . 1 – 2 years’ experience in the Finance or related field.

**DUTIES**: Performance of user-acceptance testing for P Card and E-Invoicing. P Card, E-Invoicing and EIS queries attended to on ITSM. Ensure Business Unit Applications are running efficiently by: (provide technical support for P – Card and all E – Invoicing modules). Ensure that EIS Registration is accurate and all EIS – Electronic Invoice submitted documents are correct. Ensure technical support is provided (E – Invoicing and P – Card). Provide timeous submission of accurate reports. Implementation of Ad – Hoc Projects.

**ENQUIRIES**: Ms Linda Ninzi Tel No: (011) 277 9000
ANNEXURE O

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

ERRATUM: kindly note that the post of Assistant Manager: Planning, Monitoring and Evaluation (Greys Hospital, Pietermaritzburg) with Ref No: GS 66/18 advertised on the PSVC 47 dated 23 November 2018, was advertised with incorrect job title, the correct job title read as follows: Assistant Manager Nursing: Planning, Monitoring and Evaluation

OTHER POSTS

POST 50/176 : HEAD CLINICAL UNIT REF NO: HCUPUL/2/2018
Department: Pulmonology

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

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : An appropriate qualification in Internal Medicine and Pulmonology. Current Registration as a Medical sub-Specialist: Pulmonology. Three years post registration experience as a sub-Specialist: Pulmonologist. Three years’ experience in undergraduate teaching and undergraduate teaching administration in Internal Medicine. Knowledge, Skills, Training and Competencies Required: Ability to teach undergraduate, postgraduate students and supervise junior staff. Management Skills. Good communication, leadership, decision making and communication skills.

DUTIES : Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. If not already holding a Master’s or PhD degree, study towards Master’s or PhD. Training of undergraduate and post graduate medical students in Internal Medicine at any hospital where teaching takes place and Allied Health Personnel in the field of Pulmonology and participation in formal teaching and teaching administration as required by the department of Pulmonology and Internal Medicine. Promote community-Orientated services and participate in outreach programmes. Conduct specialised outpatient clinics and provide expert opinion where required. After hours consultant cover for both Pulmonology and Critical Care departments at Inkosi Albert Luthuli Hospital. Provide leadership in development of protocols for the management of Adult Pulmonology and Critical Care. Provide leadership in the development of clinical audit programmes in the hospitals in the province. Develop measures to ensure quality assurance for the Adult Pulmonology Unit. Participate actively in outreach activities to hospitals in the Province of KwaZulu-Natal. Active involvement in CME to health professionals. Compile medium and long term expenditure frameworks and implement fiscal control measures on an ongoing basis. Lead and supervise departmental research activities. Participate in training of Registrar’s, Medical Officer’s and Nurses.

ENQUIRIES : Dr LP Mtshali Tel No: 031 2401105
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

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

**CLOSING DATE** : 28 December 2018

**POST 50/177** : PRINCIPAL NURSING COLLEGE (SINGLE NURSING CAMPUS) REF NO: NURS 70/2018

**SALARY** : Grade 1: R902 550 per annum Plus 8% Inhospitable Area Allowance, Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements)

**CENTRE** : Edendale Nursing Campus

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

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

**ENQUIRIES** : Dr. E.N. Hlongwa Tel No: 033 264 7800

**APPLICATIONS** : All applications to be posted to: The Acting Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216 or hand deliver to the box by the main gate behind the Security Office.

**CLOSING DATE** : 28 December 2018
MEDICAL OFFICER (GRADE 1, 2 3) REF NO: GS 72/18

Component: Internal Medicine

SALARY

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

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.

CENTRE

Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS

MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner by the time of appointment. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 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 performing community service as required in South Africa. Recommendation: Experience in Dermatology. A documented specific interest in Dermatology. ACLS course completed (current valid certificate. Knowledge, Skills, Training and Competence: Sound clinical and patient management skills; human resource management; information management; quality assurance programs. Current health and public service legislation, regulations and policy, and medical ethics.

DUTIES

Medical care of patients: Dermatology – This is a post for care of out- and in-patients with dermatological conditions. Rotations through other medical be required, depending on the relative needs of the Departments of Dermatology and Internal Medicine. Level of care required – Medical care appropriate to Grey’s Hospital, a tertiary and referral health facility; Overtime requirements – After-hours work in the Departments of Internal Medicine and/or Dermatology will be required, depending on the needs of the Departments of Dermatology and Internal Medicine. Geographical limits – the post(s) will be based at Grey’s but you will be expected to perform duties at various health facilities, which may include rotations in Dermatology at facilities within the Pietermaritzburg metropole. Outreach Dermatology services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department of Dermatology and/or Internal Medicine e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assist and participate in quality improvement, including audits. Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity analysis etc. Academic programme: Training: provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service; Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer; Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional but desirable.

ENQUIRIES

Dr K Rasmussen Tel No: 033 8973049

APPLICATIONS

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

FOR ATTENTION

Mrs. M. Chandulal
NOTE: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 72/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE: 03 January 2018

POST 50/179: MEDICAL OFFICER (OPD) - GRADE 1, 2 OR 3 REF NO: MO 01/2018

SALARY:
- Grade 1: R780 612 - R840 942 per annum
- Grade 2: R82 551 - R975 945 per annum
- Grade 3: R1 035 831 - R1 295 025 per annum
(Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) (All-inclusive salary package, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).

Other Benefit: 22% In-Hospitable Allowance of basic salary & Commuted Overtime (as per Departmental need)

CENTRE: Dundee Provincial Hospital (OPD)

REQUIREMENTS:
- Grade 1: MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of evaluation by SAQA for foreign qualified medical practitioner. Proof of completion of community service; no experience required after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One year 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. Diploma in Family Medicine will be an advantage. Experience in internal medicine, surgery, O&G. Grade 2: MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of evaluation by SAQA for foreign qualified medical practitioner. A minimum of 5 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Proof of previous experience (certificate of service). Diploma in Family Medicine will be an advantage. Experience in internal medicine, surgery, O&G. Grade 3: MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of completion of community service. Proof of evaluation by SAQA for foreign qualified medical practitioner. A minimum of 10 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years’ relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Proof of previous experience (certificate of service). Diploma in Family Medicine will be an advantage. Experience in internal medicine, surgery, O&G.
DUTIES: Consultation, diagnosis and treatment of patients in the outpatient department, casualty, wards and attached clinics. Implementation of required standards of care, including treatment protocols and guidelines. Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with medical practitioners and other health care workers in neighbouring health institutions to promote an effective district health service. Perform compulsory commuted overtime in line with hospital needs. Render cost effective medical care and follow-up. Sound clinical knowledge and skills consistent with the practice of Medicine at the district hospital. Ability to deal with all medical, paediatric, neonatal, O&G, and surgical emergencies. Knowledge of ethical medical practices. Ability to assess, diagnose and manage patient Good communication skills.

ENQUIRIES: Dr. PB Nxumalo (Acting Medical Manager) Tel No: 034 212 1112 Ext 308

APPLICATIONS: The Human Resource Manager, National Department of Health, Private Bag X 2011, Dundee, 3000. Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000.

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

CLOSING DATE: 28 December 2018, 16:00 afternoon

POST 50/180: MEDICAL OFFICER (PAEDIATRIC) GRADE 1, 2 OR 3 REF NO: MO 01/2018

SALARY: Grade 1: R780 612 - R840 942 per annum
Grade 2: R82 551 - R975 945 per annum
Grade 3: R1 035 831 - R1 295 025 per annum

(Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)(All-inclusive salary package, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).

Other Benefit: 22% In-Hospital Allowance of basic salary & Commuted Overtime (as per departmental need)

CENTRE: Dundee Provincial Hospital (Paediatric)

REQUIREMENTS: Grade 1: MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of evaluation by SAQA for foreign qualified medical practitioner. Proof of completion of community service; no experience required after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One year 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. Grade 2: MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of completion of community service. Proof of evaluation by SAQA for foreign qualified medical practitioner. Minimum of 5 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A 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. Proof of previous experience (certificate of service). Diploma in Paediatrics will be an advantage. Have good experience in paediatrics (having worked in paediatric department). **Grade 3**: MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of completion of community service. Proof of evaluation by SAQA for foreign qualified medical practitioner. A minimum of 10 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years’ relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Proof of previous experience (certificate of service). Diploma in Paediatrics will be an advantage. Have good experience in paediatrics (having worked in paediatric department).

**DUTIES**: Clinical paediatric services including ward rounds, outpatient clinic and emergency department. Participation in the training programme as well as teaching and supervision of junior staff. Participation in departmental audit activities. Conduct Research. Maintain and continuously improve professional and ethical standards. Perform compulsory commuted overtime in line with hospital needs. To provide training for nurses, junior staff, interns and medical students. Render cost effective medical care and follow-up STAE. Diagnose and evaluate patient's state of health. Participate in commuted overtime. Participate in clinical audits. Sound clinical knowledge and skills consistent with the practice of Medicine at the district hospital. Ability to deal with all medical, paediatric, neonatal, O&G, and surgical emergencies. Knowledge of ethical medical practices. Ability to assess, diagnose and manage patient. Good communication skills

**ENQUIRIES**: Dr. PB Nxumalo (Acting Medical Manager) Tel No: 034 212 1112 Ext 308

**APPLICATIONS**: The Human Resource Manager, National Department of Health, Private Bag X 2011, Dundee, 3000. Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000.

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

**CLOSING DATE**: 28 December 2018, 16:00 afternoon

**POST 50/181**: ASSISTANT MANAGER NURSING (MONITORING & EVALUATION) – SPECIALTY REF NO: UMZ10/2018 (X1 POST)

**SALARY**: R581 826, Other Benefits: Plus 13th Cheque, 12% Rural Allowance, Medical Aid (Optional) and Home Owners Allowance (employee must meet prescribed requirements).

**CENTRE**: Umzimkulu Psychiatric Hospital

**REQUIREMENTS**: Senior Certificate /Grade 12, Basic R425 qualification i.e Diploma /Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional and Psychiatric Nurse. Diploma in Post Basic Psychiatric Nursing Science (Advanced Psychiatry). A minimum of 10 years appropriate/recognizable experience after registration as a 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 Diploma in Post Basic Psychiatric Nursing Science. Proof of current registration with South African Nursing Council as Professional and Psychiatric Nurse (2018 South African Nursing Council Receipt). At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of experience endorsed and stamped by Human Resources (Service Certificate). Knowledge, Skills, Training and Competencies: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices such as, Nursing Act, Occupational Health and Safety Act, Mental Health Act, etc and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at the supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Recommendations: A valid EB (08) driver’s license, Computer literacy.

**DUTIES**

Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Administer an evidence result – based monitoring and evaluation system in the institution within the Provincial M & E Framework, including monitoring of research activities within the institution. Ensure the institutional Plans are in place and aligned with the District health Plan. Ensure planning, M & E supports to all departments in the institution. Manage effectively the utilization and supervision of resources. Monitor the implementation of the Employees Performance Management Development system (EPMDS). Deal with grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Monitor and ensure that all nurses are licensed to practice.

**ENQUIRIES**

Mr BL Msibi 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

**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.
CLOSING DATE: 31 December 2018

POST 50/182: HUMAN RESOURCES MANAGER: UMGENI HOSPITAL REF NO: UMG 08/2018

SALARY: R356 289 – R419 569, other benefits (medical aid optional), housing allowance (applicant must meet prescribed requirements)

CENTRE: Umgeni Hospital: Howick

REQUIREMENTS: Senior certificate, an appropriate Degree/National Diploma in Human Resources Management/ Public Management, a minimum of (3) year’s supervisory experience in Human resources management environment. Knowledge and Skills: Broad knowledge and understanding of Human Resource Management. In depth knowledge of all relevant Acts, Policies, relevant to management of human Resources Management. Decision making, leadership, skills and good communication skills. Good knowledge and understanding of employee Performance Management and Development System, Labour Relations, human resource development, disciplinary and grievance procedures, computer literacy. Proof of experience endorsed by the Human Resources Manager. No S&T will be paid due to budgetary constraints.

DUTIES: Develop Human Resource policies that are in line with HR strategies of the Department and ensures that they are being implemented. Develop Human Resource plan and Employment Equity plan for the Hospital and ensures that they are put into practice. Manage training needs analysis and develop training plans in respect of Human Resources. Oversee and direct the implementation of misconduct, discipline and grievance procedures in the hospital in terms of Labour Relations act. Attend to staff wellness and Occupational Health and Safety of the institution. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff. Advise management and staff in all Human Resource Management matters and latest developments. Risk Management in Human Resources Management. Ensure implementation of National Core Standards in the HR Department. Promote effective communication and team approach within the entire HR component. Ensure the correct implementation of performance management, Development and implement effective Human Resources Management, organizational and staff structures and reporting arrangements. Develop and implement effective Human Resources Management, organizational and staff structures and reporting arrangement. Management of all Human Resources components. Design and implement effective employment relations (consultation and negotiations) Forums within the hospital.

ENQUIRIES: Miss NE Ndlovu Tel No: 033-3306146 EXT 120

APPLICATIONS: Applications quoting the relevant reference UMG 08/2018, should be forwarded as follows: The Chief Executive Officer, Department of Health, and Umgeni Hospital, Private Bag X23, Howick, 3290

FOR ATTENTION: Miss NE Ndlovu

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. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 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 that of the advertised post are free to apply.

CLOSING DATE: 31 December 2018
POST 50/183  : RADIOGRAPHER DIAGNOSTIC REF NO: RADDIAG/3/2018
Department: Diagnostic Imaging

SALARY : Grade 1: R300 828 per annum, Plus 13th Cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R352 707 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement.
Grade 3: R415 482 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement.

CENTRE REQUIREMENTS : Ialch
An appropriate three year National Diploma/Degree in Diagnostic Radiography.
Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). **Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

DUTIES : Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.

ENQUIRIES : Mrs B V Mfeka Tel No: 031 240 1950

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

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

**CLOSING DATE**: 28 December 2018
ANNEXURE P

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

NOTE

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

MANAGEMENT ECHELON

POST 50/184 : DIRECTOR: MEDICAL PHYSICIST

SALARY : R1 005 063 per annum (A portion of the package can be structured according to the individual’s personal needs.)

CENTRE : Groote Schuur Hospital, Observatory (This is a joint staff appointment with the Department of Health and the University of Cape Town)

REQUIREMENTS : Minimum educational qualification: Master’s degree in Medical Physics, registrable with the HPCSA as a Medical Physicist. Experience: Extensive experience in Medical Physics. Competencies (knowledge/skills): Excellent management and administrative skills, including excellent communication and interpersonal skills, both in the individual and team context. Extensive experience in Radiation Medicine equipment management processes, including needs assessments, procurement processes, specifications, installation and maintenance. Extensive operational knowledge of Medical Physics to enable support of activities in the Divisions of Radiation Oncology, Diagnostic Radiology and Nuclear Medicine. Extensive technical and clinical knowledge in the field of Medical Physics with specific focus on the implementation of current and new techniques in all three divisions. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Extensive experience in the creation and delivery of Medical Physics post-graduate teaching programs and an active research interest.

DUTIES : Manage the administration of the Medical Physics division subject to national regulations and norms, the hospital executive and the Department of Radiation Medicine. Manage the Radiation Protection Programme for Groote Schuur Hospital including all aspects of Quality Management and Incident management. Managing service delivery of all Medical Physics related clinical services within all divisions of Radiation Medicine and as required by Groote Schuur Hospital in general. Manage and participate in teaching and training and research programs within Groote Schuur Hospital and University of Cape Town.

ENQUIRIES : Prof S Beningfield Tel No: (021) 404-4184, E-mail: steve.beningfield@uct.ac.za

APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town 8000.

FOR ATTENTION : Ms C Dawood

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

CLOSING DATE : 28 December 2018
OTHER POSTS

POST 50/185 :  MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY)
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 1: R1 051 368 per annum
          Grade 2: R1 205 112 per annum
          Grade 3: R1 395 105 per annum
          (A portion of the package can be structured according to the individual’s personal needs).

CENTRE : Forensic Pathology Services, Boland/Overberg

REQUIREMENTS : Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Forensic Pathology. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Forensic Pathology. Inherent requirements of the job: Valid (Code E/B) driver’s licence. Willingness to work after-hours and standby duties. Overnight and weekend calls with availability at the call centre within 30 minute of the call being logged, offer professional consultation with relevant stakeholders and to provide judicial testimony. Competencies (knowledge/skills): Computer literacy, off-road skill, body retrieval skills from “unusual” sites and photographic skills. Ability to interpret and apply policies and have good communication, interpersonal relationship, development and teaching skills. Ability to be methodical, detail orientated, uphold high standards and be able to work under pressure and meet deadlines. Ability to communicate clearly and discreetly in person and in writing in at least two of the three official languages of the Western Cape.

DUTIES : Active participation in the execution of clinical duties in the department with support to regional stakeholders. Complete all relevant documentation pertaining to the remains. Participate in the identification process of unknown victims, inclusive of but not limited to relevant consultation processes. Assist with teaching and training programs including teaching at peripheral sites in the region and if required outside of the region related to forensic pathology personnel and other participating stakeholders. Participation in death review programmes, in stakeholder interactive programs and in academic programs affiliated to associated tertiary institution(s).

ENQUIRIES : Dr D Lourens Tel No: (023) 347-5353

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

FOR ATTENTION : Mr B Wepener

NOTE : The duties will not be Worcester based only but will include service delivery to the entire geographical area with autopsy facilities available at Worcester, Hermanus and Ceres. No payment of any kind is required when applying for this post. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

CLOSING DATE : 28 December 2018

POST 50/186 : MEDICAL SPECIALIST (FAMILY PHYSICIAN)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 051 368 per annum
          Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum  
(A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE: Khayelitsha Community Health Centre

REQUIREMENTS:
Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine.  
Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine.  
Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel.  
Competencies (knowledge/skills): Knowledge and understanding of the Department’s Healthcare 2030 vision. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (Ms Word, PowerPoint and Excel). Problem solving skills.

DUTIES:
Be part of the Khayelitsha Community Health Centre and Khayelitsha/eastern Sub-structure Health Services team. Act as co-ordinator for Family Medicine Registrars allocated to the Khayelitsha/eastern Sub-structure as well as co-ordinator of undergraduate medical students from the University of Stellenbosch. Supervise the Khayelitsha Community Health Centre Medical Officers team and report to Facility Manager with regard to quality of care, clinical governance and training needs. Provide clinical services to patients, after-hours duties in order to ensure efficient delivery of the core package of services at a PHC platform). Develop, maintain and monitor protocols for proper clinical governance of the services in the Sub-structure. Implementing of clinical governance through audits and clinical meetings. Initiate, supervise and conduct research appropriate to the needs of the Sub-structure. In conjunction with Manager, liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department. Responsible for direct supervision and training of healthcare staff, undergraduate students and registrars. Analysis of data to enhance decision-making.

ENQUIRIES:
Dr MT Phillips Tel No: (021) 360-4622

APPLICATIONS:
The Director: Khayelitsha/Eastern Sub-structure Office, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Road, Khayelitsha, 7784.

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

CLOSING DATE: 28 December 2018

POST 50/187:
DENTAL SPECIALIST (ORAL MEDICINE AND PERIODONTICS)
Chief Directorate: Metro Health Services

SALARY:
Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum
(A portion of the package can be structured according to the individual’s personal needs).

CENTRE:
Oral Health Centres, Tygerberg/Mitchells Plain
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Specialist in Periodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in Periodontics. Experience: Grade 1: None after registration with the HPCSA as a Dental Specialist Grade 2: A minimum of 5 years appropriate experience as Dental Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Periodontics. Grade 3: A minimum of 10 years appropriate experience as Dental Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Periodontics. Competencies (knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape.

DUTIES: Implementation, monitoring and evaluation of dental services on the Oral Health Teaching platform. Supervision and leadership role with regards to teaching, training and education of post-graduate and under-graduate students. Performing administrative activities relating to the position. Operational and clinical research. Render general and specialist dental services at the Oral Health Teaching platform. Provide leadership and management within the Oral Health Teaching platform.

ENQUIRIES: Dr A Jeftha Tel No: (021) 937-3158
APPLICATIONS: The Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505.
FOR ATTENTION: Ms N Jooste
NOTE: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE: 28 December 2018

POST 50/188: ASSISTANT MANAGER: MEDICAL PHYSICS (DIAGNOSTIC RADIOLOGY)

SALARY: R878 181 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS: Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: A minimum of 3 year’s appropriate experience after registration as Medical Physics. Inherent requirements of the job: Willingness to work shifts when required. Physical ability to handle quality assurance equipment. Competencies (knowledge/skills): In-depth knowledge and skills relating to the medical physics and quality assurance processes, tests and regulations associated with radiation emitting devices in Radiology, as well as knowledge related to modern Medical Physics concepts in Radiation Therapy and Nuclear Medicine. Excellent management, administration, communication and interpersonal skills. Experience in theoretical, as well as practical teaching at post-graduate level, as well as an active interest in research and the implementation of new techniques. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results.

DUTIES: Responsible for the establishment and maintenance of a comprehensive quality assurance programme in Diagnostic Radiology, including performance of routine work and tests associated with the programme. Responsible to maintain an effective radiation protection programme for the hospital, including reporting and monitoring of radiation incidents. Assist in the specification, procurement, installation and commissioning of radiation emitting devices in the hospital as required. Responsible for staff administration and management of the Mouldroom and Medical Physics workshop. Active participation in the training of registrars,
medical physicists and Radiation Therapy Technologists, both in terms of practical as well as experiential training. Assist with routine Medical Physics tasks in Radiation Oncology and Nuclear Medicine as required.

ENQUIRIES: Ms N. Joubert Tel No: (021) 404-6270/6266 or E-mail: nanette.joubert@uct.ac.za
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N. Mbili
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 28 December 2018

POST 50/189: ASSISTANT MANAGER NURSING (SPECIALTY AREA: NIGHT DUTY)

SALARY: R581 826 (PN-B4) per annum
CENTRE: Tygerberg Hospital Parow Valley
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification in one of the R212 qualifications, with a duration of at least 1 year, accredited with the SANC. The following R212 qualifications are excluded, i.e. Nursing Education and Nursing Administration. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification or skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.

DUTIES: Manage and co-ordinate clinical nursing care in the hospital on night duty. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical environment on night duty. Support or deputise for the Head of Nursing, and support the Nursing department and the institution.

ENQUIRIES: Ms F. Marthinus Tel No: (021) 938-4055
APPLICATIONS: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION: Ms V. Meyer
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency tested as part of the interview process.
CLOSING DATE: 28 December 2018

POST 50/190: OPERATIONAL MANAGER NURSING (SPECIALTY AREA: ICU)

SALARY: R532 449 (PN-B3) per annum
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the
specific speciality after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

**DUTIES**: Plan, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in The Intensive Care Unit. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**: Ms F Marthinus Tel No: (021) 938-4055

**APPLICATIONS**: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

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

**CLOSING DATE**: 28 December 2018

**POST 50/191**: OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS)
Chief Directorate: Rural Health Services

**SALARY**: R532 449 (PN-B3) per annum

**CENTRE**: George Hospital

**REQUIREMENTS**: Minimum education qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Proof of current annual registration with SANC. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period mentioned above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification as mentioned above. Inherent requirement of the Job: Ability to work shifts, weekends, public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Knowledge and insight of legislation and policies relevant to current Nursing practices within the Public Service, as well as the ability to work in a team, under pressure, compile reports and give feedback at meetings. Disciplinary and conflict management skills, as well as knowledge of Human Resource and Financial policies and ability to manage own work and that of the units reporting to the post with good auditing skills. Computer literacy (Microsoft Office). Proficiency in at least two of the three official languages of the Western Cape.

**DUTIES**: Coordinate optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage effectively the utilisation and supervision of resources. Maintain professional growth/ethical standards and self-development and display of core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES**: Ms GE Sellars Tel No: (044) 802-4537

**APPLICATIONS**: The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

**FOR ATTENTION**: Mr BH Cassim
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 December 2018

POST 50/192 : PRIMARY HEALTH CARE MANAGER
West Coast District

SALARY : R444 693 per annum
CENTRE : Cederberg Primary Health Care
REQUIREMENTS : Minimum educational qualification: Appropriate related qualification (i.e. National Diploma/Degree) that allows registration with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC)/South African Pharmacy Council (SAPC). Experience: Appropriate experience in District Health Services, Management and Systems. Appropriate experience in Rural Primary Health Care services management. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System and health implementation thereof as well as experience in office administration, financial management, supply chain and procurement processes.

DUTIES : The strategic and operational management of PHC in Rural Health Services for the sub-district to ensure effective and efficient implementation of integrated quality services for mobiles, satellites and fixed clinics. Provide leadership with regard to overall management, Sub-district services planning, coordination and oversee policy implementation of all services across the service platforms to enhance quality of care. Manage Critical Support Services with regard to infrastructure, policy and planning, information management, systems, data analysis and improving quality of services. Adequate financial planning, budgeting and control in planning and managing allocated human resources, assets and equipment. Interface management with internal and external stakeholders to ensure community needs are addressed to ensure wellness in communities.

ENQUIRIES : Dr P van Zyl Tel No: (022) 921-2153
APPLICATIONS : The District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 December 2018

POST 50/193 : CLINICAL PROGRAMME COORDINATOR (HAST)
(3 Month Contract Post)
West Coast District

SALARY : R420 318 (PN-A5) per annum plus 37% in lieu of service benefits
CENTRE : Swartland Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse as well as current registration with SANC as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with the professional Council: Current registration with SANC as Professional Nurse. Experience: A Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge of the Provincial HIV/AIDS/STI/TB programmes and Strategic Plan. Computer literacy (MS Word, Excel and
### POST 50/194

**PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)**

**West Coast District**

**DUTIES**

Provide optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Participate in training and research is essential. Organise a cost effective service on a daily basis and provide support to supervisor and management.

**ENQUIRIES**

Ms AG Nieuwoudt Tel No: (027) 213-2039

**APPLICATIONS**

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

**FOR ATTENTION**

Ms ME Tangayi

**NOTE**

No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. *Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only...

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| **DUTIES** | Coordination, effective and efficient management of the National and Provincial HIV/AIDS/STI/TB, Strategic and Annual performance plans by implementing programs. Management of the Human and Physical Resources and control of Financial Expenditure. Involvement in training programmes in conjunction with Human Resource Development and Training. Liaise with all role-players (NPO’s, CCW’s and Health promoters) to ensure an integrated health service within the Sub-district. Monitor and Evaluate Programmes (HIV/AIDS/STI/TB), goals and targets including the collection, collation, validation and interpretation of statistical data. Monthly visits to health facilities and service points to provide support and supervision and regular feedback to the facilities and service points. Coordinate Lay Counsellors. |
| **ENQUIRIES** | Ms H Van Der Westhuizen Tel No: (022) 487-2729 |
| **APPLICATIONS** | The District Director: West Coast District, Private Bag X15, Malmesbury, 7299. |
| **FOR ATTENTION** | Mr E Sass |
| **NOTE** | No payment of any kind is required when applying for this post. |
| **CLOSING DATE** | 28 December 2018 |
| **POST 50/194** | PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY) |
| **SALARY** | Grade 1: R362 559 (PN-B1) per annum  
Grade 2: R445 917 (PN-B2) per annum |
| **CENTRE** | Vredendal Hospital |
| **REQUIREMENTS** | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.  
Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Willingness to work shifts and overtime. Valid (Code E/B) driver’s licence. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Competencies (knowledge/skills): Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape (verbal and written). |
| **ENQUIRIES** | Ms AG Nieuwoudt Tel No: (027) 213-2039 |
| **APPLICATIONS** | The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160. |
| **FOR ATTENTION** | Ms ME Tangayi |
| **NOTE** | No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. *Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only... |
be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

**CLOSING DATE**: 28 December 2018

**POST 50/195**: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

**SALARY**: R356 289 per annum

**CENTRE**: Tygerberg Hospital, Parow Valley

**REQUIREMENTS**: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate knowledge and supervisory experience in Financial Administration and Supply Chain Management. Competencies: Extensive knowledge of the LOGIS/SYSPRO or a similar procurement management system. Able to work independently in a stressful environment. Good managerial and interpretation skills. Advance computer literacy (MS Excel and Word). Sound knowledge of BAS and IPS. Sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and Human Resource policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. High developed problem-solving abilities. Ability to manage and develop staff.

**DUTIES**: Ensure timeous and accurate reporting on SCM information and performance. Exercise effective and efficient overall control and monitoring of Supply Chain Management. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure effective and efficient management of SCM Systems. Manage an efficient and effective Bid/quotation process and provide support to the QC and CHBAC. Assist with the transversal SCM/Procurement functions across the Central Hospitals. Facilitate an efficient and effective Demand and Acquisitioning process. Ensure efficient and effective Contract Management. Manage all relevant Human Resource Management functions in the component, including discipline, grievances and SPMS.

**ENQUIRIES**: Mr M.N Martin Tel No: (021) 938-5607.

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

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

**CLOSING DATE**: 28 December 2018

**POST 50/196**: ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT

Eden District

**SALARY**: R356 289 per annum

**CENTRE**: Riversdale Hospital, Hessequa Sub-district

**REQUIREMENTS**: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Financial and Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work after-hours when required. Competencies (knowledge/skills): Ability to meet needs and to recognise and respond to problematic matters. Good system management skills. Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to work independently and part of a team. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Practical workable knowledge of LOGIS and BAS.

**DUTIES**: Develop and maintain an effective, efficient and economic supply chain management administration and service. Manage efficient control of expenditure in accordance with the approved institutional budget. Develop and maintain an effective, efficient and economic patient administration, revenue and patient record service. Manage subordinates within components. Contract management to support services in the Sub-district.

**ENQUIRIES**: Dr GJ Van Tonder Tel No: (028) 713-8640

**APPLICATIONS**: The District Manager: Garden Route District Office, Private Bag X6539, George, 6530.
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<tr>
<th>FOR ATTENTION</th>
<th>Ms S Pienaar</th>
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<tr>
<td>NOTE</td>
<td>No payment of any kind is required when applying for this post. Shortlisted candidates will have to complete a skills competency test.</td>
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**POST 50/197**  
ASSISTANT DIRECTOR: CLINICAL CODING COMPLIANCE AND IMPROVEMENT  
Directorate: Clinical Coding Services and Diagnosis Related Groups  

**SALARY**  
R356 289 per annum  

**CENTRE**  
Head Office, Cape Town based at Tygerberg Hospital Office  

**REQUIREMENTS**  
Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate organisational knowledge and experience level of clinical coding, experience in auditing of at least three years or above in diagnostic and Procedural coding in South Africa. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver’s licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent conflict management, interpersonal, change management and leadership skills. Ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Knowledge and experience of human resource management, especially labour relations, performance management, staff development and disciplinary procedures. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint, and Outlook).  

**DUTIES**  
Perform a compliance and improvement service for the WCG Health to ensure Clinical Coding WHO Rules, Conventions and SA Coding Standards compliance. Develop Compliance and Improvement Assessment tools in respect of Clinical Coding prescripts. Establish and plan the assessment of institutions and conduct assessments and providing feedback for Training and Capacity Building and DRG unit to improve Clinical Coding accuracy and comprehensiveness and optimal revenue generation. Evaluate assessment and update skills inventories in respect of the allocated institutions and provide feedback of assessment to management of the relevant institution. Perform effective and efficient supervision, planning and co-ordination of the Clinical Coding Compliance and Improvement Component. Professional communication both telephonically and in writing with all role players. Accurate record keeping and accurate and timeous distribution of compliance and improvement reports. General office and ad-hoc duties.  

**ENQUIRIES**  
Mr F Vorster  
Tel No: (021) 938-4362  
E-mail: frans.vorster@westerncape.gov.za  

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

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

**CLOSING DATE**  
28 December 2018

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**POST 50/198**  
ASSISTANT DIRECTOR: DIAGNOSIS RELATED GROUPS  
Directorate: Clinical Coding Services and Diagnosis Related Groups  

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

**CENTRE**  
Head Office, Cape Town based at Tygerberg Hospital Office  

**REQUIREMENTS**  
Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience and knowledge of Diagnosis Related Groups. Appropriate experience and knowledge with regards to UPFS and/or Activity Based Costing and/or Other costing models. Appropriate leading organisational knowledge and experience level of Clinical Coding (Diagnostic and Procedural coding). Inherent requirements of the job: Valid unendorsed (Code B/EB) driver’s licence. Willingness to travel on...
a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent conflict management, interpersonal, change management and leadership skills. Ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Knowledge and experience of human resource management, especially labour relations, performance management, staff development and disciplinary procedures. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook).

**DUTIES:**

Provide supervision and guidance with regards to Diagnosis Related Groups (DRGs) to ensure all audited data are allocated to a DRG utilising the DRG encoder and that the required analysis is performed. Assist with DRG Encoder adjustment and Maintenance and Development. Manage/participate in strategic relationships, interactions and transactions with external stakeholders with regards to Diagnosis Related Groups (DRGs). Perform effective and efficient supervision, planning and co-ordination of activities in the Diagnosis Related Groups (DRGs) component. Support sub-projects linked to eCCR and DRG implementation. Professional communication both telephonically and in writing with all role players. Accurate record keeping and analysis of eCCR and DRG Clinical Coding data. General office and ad-hoc duties.

**ENQUIRIES:** Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@westerncape.gov.za

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

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

**CLOSING DATE:** 28 December 2018

**POST 50/199:**

**DIAGNOSIS RELATED GROUPS COSTING SPECIALIST**  
(24 Months Contract)  
Directorate: Clinical Coding Services and Diagnosis Related Groups

**SALARY:** R299 709 per annum plus 37% in lieu of service benefits.

**CENTRE:** Head Office, Cape Town based at Tygerberg Hospital Office

**REQUIREMENTS:** Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate organisational knowledge and experience level of clinical coding, DRGs, UPFS and/or Activity Based Costing in South Africa. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook).

**DUTIES:**

To ensure all audited data are allocated to a DRG utilising the DRG encoder. To perform assessment and costing of audited data through utilisation of clinical records, accounts and invoices and capture data utilising the DRG costing tool. Perform assessment and analysis of related clinical and financial information in order to perform accurate and comprehensive DRG coding and costing. To manage service utilization by care coordination in order to meet the comprehensive Health needs of the individual client and to ensure quality and cost-effective outcomes. Professional communication both telephonically and in writing with all role players. Support sub-projects added to Diagnostic Coding, eCCR and DRG Implementation. Accurate record keeping and general office and ad-hoc duties.
POST 50/200: CLINICAL CODING ASSESSOR
Directorate: Clinical Coding Services and Diagnosis Related Groups

ENQUIRIES: Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@westerncape.gov.za
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
CLOSING DATE: 28 December 2018

SALARY: R299 709 per annum
CENTRE: Head Office, Cape Town based at Tygerberg Hospital
REQUIREMENTS: Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate organisational knowledge and experience level of clinical coding, experience in auditing of at least 3 years or above in Diagnostic and Procedural coding in South Africa. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver’s licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint, and Outlook).

DUTIES: Perform a compliance and improvement service for the WCG: Health to ensure Clinical Coding WHO Rules, Conventions and SA Coding Standards compliance. Support the Assistant Manager as a provincial advisory resource with regards to clinical coding. Support the Assistant Manager to develop Compliance and Improvement Assessment tools in respect of Clinical Coding prescripts. Establish the assessment of institutions and plan assessment sessions including making necessary arrangements for assessment. Conducting assessments and providing feedback for Training and Capacity Building and DRG unit to improve Clinical Coding accuracy and comprehensiveness and optimal revenue generation. Evaluate assessment, compile reports, update skills inventories in respect of the allocated institutions and provide feedback of assessment to management of the relevant institution. Professional communication both telephonically and in writing with all role players. Accurate record keeping and accurate and timeous distribution of compliance and improvement reports. General office and ad-hoc duties.

ENQUIRIES: Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@westerncape.gov.za
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
CLOSING DATE: 28 December 2018

POST 50/201: CLINICAL CODING ASSESSOR
(24 Months Contract)
Directorate: Clinical Coding Services and Diagnosis Related Groups

SALARY: R299 709 per annum plus 37% in lieu of service benefits.
CENTRE: Head Office, Cape Town based at Tygerberg Hospital
REQUIREMENTS: Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate organisational knowledge and experience level of clinical coding, experience in auditing of at least 3 years or above in Diagnostic and Procedural coding in South Africa. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver’s licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health.
Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook).

DUTIES: Perform a compliance and improvement service for the WCG Health to ensure Clinical Coding WHO Rules, Conventions and SA Coding Standards compliance. Support the Assistant Manager as a provincial advisory resource with regards to clinical coding. Support the Assistant Manager to develop Compliance and Improvement Assessment tools in respect of Clinical Coding prescripts. Establish the assessment of institutions and plan assessment sessions including making necessary arrangements for assessment. Conducting assessments and providing feedback for Training and Capacity Building and DRG unit to improve Clinical Coding accuracy and comprehensiveness and optimal revenue generation. Evaluate assessment, compile reports, update skills inventories in respect of the allocated institutions and provide feedback of assessment to management of the relevant institution. Professional communication both telephonically and in writing with all role players. Accurate record keeping and accurate and timeous distribution of compliance and improvement reports. General office and ad-hoc duties.

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

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

CLOSING DATE: 28 December 2018

POST 50/202: SENIOR STATE ACCOUNTANT (HOSPITAL FEES COMPLIANCE AUDITING & BILLING SYSTEM SUPPORT)
Directorate: Management Accounting

SALARY: R299 709 per annum
CENTRE: Head Office, Cape Town based at Stikland Hospital Office
REQUIREMENTS: Minimum requirement: Appropriate 3 year National Diploma or Degree. Experience: Appropriate experience in compliance and auditing assessment or a recognised tertiary qualification in compliance and auditing. Inherent requirements of the job: A valid (Code B/EB) driver’s licence. Willingness to travel across province on a regular basis. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to interpret and apply financial policies, procedures and prescripts including report writing. Ability to work independently and within a team. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions and ability to liaise with Top Management. Working knowledge in CLINICOM and Accounts Receivable Systems, PFMA (Public Finance Management Act), BAS, Public Hospital Patient Fees. Advanced computer literacy in Microsoft Office applications (MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook).

DUTIES: To perform an effective and efficient Compliance Advisory service in the field of Hospital Fees policies in respect of Billing system support and Hospital Fees Debt. Evaluate compliance to financial legislative framework and reporting on evaluation (Findings and Recommendations) and liaise with management to address areas of non-compliance. Provide recommendations and assist institutions with the implementation of controls to remedy problem areas (improve compliance) including follow up with management that recommendations in respect of findings have been implemented. Professionally communicate both telephonically and in writing with all role players. General office and ad-hoc duties.

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post. A technical competency test will be utilised as part of the selection procedure.

CLOSING DATE: 04 January 2019

POST 50/203: SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BIDS)

SALARY: R299 709 per annum
CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate supervisory and management experience in a Supply Chain Management environment. Appropriate supervisory experience in the procurement of goods and services, Bids and Contract management in a hospital environment. Inherent requirement of the job: Valid (Code B/EB) drivers’ licence. Competencies (knowledge/skills): Extensive knowledge of and practical experience in LOGIS and or Syspro and the Integrated Procurement Solutions (IPS). Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy in MS Word, Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of the Bids and contract management process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations. Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and 16B.

DUTIES:
Effective and efficient management of the Procurement in a LOGIS and Integrated Procurement Solutions (IPS) environment. Perform the duties as an Approver on IPS. Manage an effective and efficient demand and acquisition process. Management of non-supplier performance. Manage an effective and efficient Bid/quotation process and provide support to the QC and CBAC. Ensure efficient and effective Contract management and procurement component. Accurate and timeous reporting of information to Head Office and other stakeholders. Assist with the compilation of the Annual and Interim Financial statements. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively organise and perform of administrative tasks expected of a supervisor/manager. Performance and development of own staff. Manage all relevant Human management functions in the component, including discipline, Grievances and SPMS.

ENQUIRIES: Mr S Ntsonkotha Tel No: (021) 658-5892
APPLICATIONS: The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION: Ms T Nqola
NOTE: No payment of any kind is required when applying for this post. CV’s should address experience and knowledge extensively with regard to duties above.
CLOSING DATE: 28 December 2018

POST 50/204: SENIOR ADMINISTRATIVE OFFICER: SUPPORT

SALARY: R299 709 per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS:
Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate Project/Contract/ theoretical management or staff residence experience or both. Inherent requirements of the job: Ability to work under pressure and availability after-hours, when necessary. Sufficiently physically fit and able and healthy to walk long distances in the confines of the building and site. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Computer literacy in (i.e. MS Word, Excel and PowerPoint applications), including good presentation skills. Excellent communication skills and proficient in at least two of the three languages
of the Western Cape. Knowledge of the PFMA, Treasury Regulations and Contract/Project Management. Familiar with Facilities Management processes inclusive of property leasing, managing of space, contract, report-writing and drawing up of various documents related to estates. Autocad or similar programme credentials.

**DUTIES**: Coordinate the PCU administration of the hospital. Assist with the Allocation, Audits and planning of space within the hospital and lease administration. Assist with Architectural and business case briefs. Assist with the management of contracts (monitoring and evaluation). Contract and report-writing pertaining to various projects and services. Drawing up of Memorandum of understandings and liaison with Property Management. Assist with the management of residences and halls.

**ENQUIRIES**

**APPLICATIONS**: Mr VC Rossouw Tel No: (021) 404-6316

**FOR ATTENTION**

**NOTE**: Candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.

**CLOSING DATE**: 28 December 2018

**POST 50/205**: ADMINISTRATIVE OFFICER: FINANCE/ADMIN (ACCOUNT CONTROLLER)

**SALARY**: R242 475 per annum

**CENTRE**: Tygerberg Hospital, Parow Valley

**REQUIREMENTS**: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Nursing background will serve as an advantage. In-depth understanding and experience of clinical procedures/services in a hospital environment. Competencies (knowledge/skills): In-depth knowledge of hospital Procedure Manual Chapter 18. In-depth knowledge of the Uniform Patient Fee Structure (UPFS). Please click the print button below to generate the full Job Description report.

**DUTIES**: Clinical auditing of patient accounts in compliance with the Uniform Patient Fees Structure. Actively participates in training for ICD10 coders. Ensure compliance of coding rules and regulations. Handle queries. Abstract data from the patients records to assign ICD10 codes to patient diagnoses. Query codes as needed to obtain clarification of charted documentation to accurately assign ICD10 codes. Work as a team to meet departmental goals. Ensure that all prostheses, high cost consumables and high cost pharmaceuticals are charged timeously. Provide quotations and interact with clinical personnel with regards to clinical procedures. Ensure accurate interpretation and implementation of policy, protocols and hospital procedures in respect of H2, H3 and private patients. Assist Case Manager with clinical updates, authorisation and liaise with the Medical Schemes.

**ENQUIRIES**

**APPLICATIONS**: Ms J Jooste Tel No: (021) 938-4140 or Ms B Esterhuysen Tel No: (021) 938-6685

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

**CLOSING DATE**: 28 December 2018

**POST 50/206**: ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT

**Chief Directorate: Rural Health Services**

**SALARY**: R242 475 per annum

**CENTRE**: George Hospital

**REQUIREMENTS**: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in Asset Management Supply Chain Management within a healthcare environment. Extensive experience in LOGIS and Integrated Procurement System. Competencies (knowledge/skills): Practical knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the
Accounting Officer’s System of the Department of Health including delegations. Extensive practical knowledge of Inventory (stores) management procedures, warehouse management and procurement processes in acquiring goods and services. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, Outlook, LOGIS and IPS).

**DUTIES**
Key result areas/outputs: Responsible for Asset Management functions and ensure the effective and efficient application of policies and processes in respect of asset management. Oversee inventory control and warehouse management as well as the management of purchasing, contract management and logistics. Responsible for LOGIS system controller functions. Approve and close out of events on Integrated Procurement System. Compilation of monthly reporting as well as Financial Statements and Disclosure Notes. Provide supervision, training and development of staff within the Supply Chain Management component.

**ENQUIRIES**
Ms N Colburn Tel No: (044) 802-4315

**APPLICATIONS**
The Chief Executive Officer: George Hospital, Private Bag X6534, George 6530.

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

**CLOSING DATE**
04 January 2019

**POST 50/207**
PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY) 5/8TH POST
(Chief Directorate: Metro Health Services)

**SALARY**
Grade 1: R226 599 per annum
Grade 2: R278 697

**CENTRE**
New Somerset Hospital

**REQUIREMENTS**
A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Basic R425 (i.e. Degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the SANC as a Professional Nurse. Proof of annual registration with the SANC. Experience: At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills):
- Computer skills. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of Research Methodology and Quality Management.

**DUTIES**

**ENQUIRIES**
Ms S Basardien Tel No: (021) 402-6485

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

**NOTE**
No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on
health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)\(^*\).

**CLOSING DATE** : 04 January 2019

**POST 50/208** : **ADMINISTRATION CLERK: SUPPORT SERVICES**

(6 Months Contract)

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

**CENTRE** : Western Cape College of Nursing (Boland Overberg Campus), Worcester

**REQUIREMENTS** : Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Appropriate experience of Information management systems support or assistance. Inherent requirement of the job: Valid (Code B/EB) Drivers licence. Willingness to travel and work over time if required. Competencies (knowledge/skills): Knowledge and experience of Microsoft Word, Excel and PowerPoint. Good numerical skills and Computer literacy. Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. The ability to accept accountability and responsibility and to work independently and unsupervised.

**DUTIES** : Performs field inventory by physically locating, identifying and counting of assets. Responsible for the effective and efficient information system support to users. Responsible for the Inspection and safe storage of vehicles. Responsible for the Transport of staff, students and goods. Responsible to assist Head of Campus with contract management functions.

**ENQUIRIES** : Ms L Strauss Tel No: (023) 347-0732

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

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

**CLOSING DATE** : 28 December 2018

**POST 50/209** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**

Chief Directorate: Metro Health Services

**SALARY** : R163 563 per annum

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

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

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

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

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

**FOR ATTENTION** : Ms P de Bruin

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

**CLOSING DATE** : 28 December 2018
## POST 50/210: TELKOM OPERATOR

**SALARY**: R136 800 per annum  
**CENTRE**: Red Cross War Memorial Children’s Hospital, Rondebosch  
**REQUIREMENTS**: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high volume switchboard and a messaging and paging system. Inherent requirements of the job: Ability to rotate. Compulsory 12 hour shifts, including night shift, public holidays and weekends. Willingness to work overtime when required by operational needs. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal skills. Excellent telephone etiquette. Computer literacy (MS Office: Word and Excel). Knowledge of Switchboards (PABX, paging system and trunk call procedures). Knowledge of handling alarm systems related to switchboard. Ability to work under pressure.  
**DUTIES**: Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Report all faults and problems with switchboard. Page and SMS all staff who carries pagers. Maintain internal telephone directory. Provide relief secretarial, clerical and administrative support to the supervisor.  
**ENQUIRIES**: Ms S Cupido Tel No: (021) 658-5452  
**APPLICATIONS**: The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch 7700.  
**FOR ATTENTION**: Dr M Mukosi  
**NOTE**: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.  
**CLOSING DATE**: 28 December 2018

## POST 50/211: SECURITY OFFICER (X3 POSTS)

**SALARY**: R115 437 per annum  
**CENTRE**: Groote Schuur Hospital, Observatory  
**REQUIREMENTS**: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the Private Security Board of South Africa for 2006 in terms of the Security Industry Regulations Act (Act 56 of 2001) PSIRA. Minimum of C Grade PSIRA registration. Experience: Appropriate experience in a health institution as a Security Officer. Inherent requirements of the job: Willingness to work shifts and be available on a 24-hour basis. Valid (Code B/EB) driver’s licence. Willingness to be deployed in different sections of security department, including CCTV Control Room. Competencies (knowledge/skills): Proficiency in English (both written and verbal) as well as one of the two official languages of the Western Cape. Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health and Safety Act. Good interpersonal and communication skills. Ability to work in a team, as well as independently. Be responsible and diligent. Ability to work under pressure. Knowledge of the CCTV Control Room.  
**DUTIES**: Ensure access/egress control is exercised. Patrolling of buildings, parking areas and perimeter fencing. Control of parking and keys. Writing reports and statements. Investigation of crimes and incidents. Giving of evidence at Court or disciplinary inquiries. Supervise outsource security officers.  
**ENQUIRIES**: Mr S Ndzuzo Tel No: (021) 404-3111  
**APPLICATIONS**: The Chief Director: Groote Schuur Hospital, Private Bag X3, Observatory.  
**FOR ATTENTION**: Ms N Mbilini  
**NOTE**: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.  
**CLOSING DATE**: 04 January 2019

## POST 50/212: GROUNDSMAN

**CENTRE**: Swartland Hospital  
**SALARY**: R96 549 per annum  
**CENTRE**: Swartland Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning/gardening of large institutions. Inherent requirements of the job: Be physically able to move/lift heavy equipment, do strenuous manual labour and be on your feet for long periods of time. Willingness to work overtime over weekends and Public Holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good problem-solving skills.

DUTIES: Maintain and clean hospital grounds. Remove and safe-storage of waste and linen.

ENQUIRIES: Mr GO Waneburg Tel No: (022) 487-9202

APPLICATIONS: The Director: West Coast District, Private Bag X15, Malmesbury, 7299.

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

CLOSING DATE: 28 December 2018

POST 50/213: LINEN STORES ASSISTANT

Chief Directorate: Metro Health Services

SALARY: R96 549 per annum

CENTRE: Valkenberg Hospital

REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience of handling of clean and dirty linen within a health environment. Inherent requirements of the job: Willingness to do manual labour and assist in other departments when required. Competencies (knowledge/skills): Basic knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing of linen. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Must be able to count well.


ENQUIRIES: Ms M Froneman Tel No: (021) 826-5864

APPLICATIONS: The Chief Director: Valkenberg Hospital, Private Bag X1, Observatory, 7935.

FOR ATTENTION: Ms M Page

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

CLOSING DATE: 04 January 2019

POST 50/214: PORTER

Chief Directorate: Metro Health Services

SALARY: R96 549 per annum

CENTRE: Victoria Hospital

REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Porter experience in a hospital environment. Inherent requirements of the job: Ability to perform physical tasks e.g. lifting patients and heavy equipment. Willingness to work shifts and handle corpses. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in two of the three official languages of the Western Cape.

DUTIES: Support with loading of patients in and out of ambulance and vehicles. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between treatment areas. Assist nursing staff with transfer of patients to bed or trolleys and vice versa. Transport medical documentation.

ENQUIRIES: Ms Y Nelukalo Tel No: (021) 799-1123

APPLICATIONS: The Manager: Victoria Hospital, Private Bag X2, Plumstead, 780.

FOR ATTENTION: Ms Z Peter

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

CLOSING DATE: 28 December 2018
| POST 50/215 | **FOOD SERVICE AID**  
Eden District |
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<tr>
<td><strong>SALARY</strong></td>
<td>R96 549 per annum</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Mossel Bay Hospital</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large food service unit. Inherent requirements of the job: Willingness to work shifts, overtime, weekends and public holidays. Physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Assist in receipt, store of all provisions and stock in the food service unit. Prepare; produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operating procedures. Provide milk feeds to babies that are safe and made according to the Standard Operational Plan.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr B Caffoen Tel No: (044) 604-6114</td>
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<td><strong>APPLICATIONS</strong></td>
<td>The Manager: Eden District Office, Private Bag X6592, George, 6530.</td>
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<td><strong>FOR ATTENTION</strong></td>
<td>Ms S Pienaar</td>
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<tr>
<td><strong>NOTE</strong></td>
<td>No payment of any kind is required when applying for this post.</td>
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<td><strong>CLOSING DATE</strong></td>
<td>04 January 2018</td>
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| POST 50/216 | **HOUSEHOLD AID (X2 POSTS)**  
Cape Winelands Health District |
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<tr>
<td><strong>SALARY</strong></td>
<td>R96 549 per annum</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Robertson Hospital, Langeberg Sub-district</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital/clinic environment. Inherent requirement of the job: Willingness to work night shifts, weekends and public holidays. Competencies (knowledge/skills): Basic reading and writing skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.</td>
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<td><strong>DUTIES</strong></td>
<td>General household tasks which includes cleaning of the hospital environment. Sweep, scrub, mop, polish floors and furniture, wash windows, remove waste or refuse products, clean hospital grounds. Assist with sorting, counting and unpacking of linen, serving of patients’ meals and beverages. Assist with stock control and management of household equipment, cleaning material and linen at ward level.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr P Kleintjies Tel No: (023) 626-8551</td>
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<tr>
<td><strong>APPLICATIONS</strong></td>
<td>The Manager: Medical Services Robertson Hospital, Private Bag X615, Robertson, 6705.</td>
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<td><strong>FOR ATTENTION</strong></td>
<td>Ms TM Padiachy</td>
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<tr>
<td><strong>NOTE</strong></td>
<td>No payment of any kind is required when applying for this post.</td>
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<td><strong>CLOSING DATE</strong></td>
<td>04 January 2019</td>
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| POST 50/217 | **HOUSEHOLD AID**  
Chief Directorate: Metro Health Services |
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<tr>
<td><strong>SALARY</strong></td>
<td>R96 549 per annum</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Stikland Hospital</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a hospital/health facility environment. Inherent requirement of the job: Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to work in a team. Basic experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Ability to communicate in at least two of the three official languages of the Western Cape.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Execute household tasks in order to ensure a clean, hygienic and safe environment in terms of standards and procedures to prevent injuries and the</td>
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spread of infection (i.e. sweep, scrub, mop floors, dust, polish floors and furniture, empty bins daily, clean windows, light shades, walls and all toilets, pack dirty linen for laundry and handling), transport and dispose of medical and domestic waste generated in the hospital. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues.

ENQUIRIES
APPLICANTS
FOR ATTENTION
NOTE
CLOSING DATE

Mr M Gayiya Tel No: (021) 940-4533
The Chief Executive Officer: Stikland Hospital, Private Bag X13, Bellville, 7535.
Mr CR Solomons
No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
28 December 2018