ANNEXURE S

PROVINCIAL ADMINISTRATION: NORTH WEST
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.

APPLICATIONS: Applications quoting relevant reference, should be forwarded as follows:

Provincial Office / Mmabatho Medical Stores, Private Bag x 2068, Mmabatho, 2735
Christiana District Hospital, Private Bag x 07, Bloemhof, 2660
Emergency Medical Rescue Services (EMRS) College, P.O Box 258, Orkney, 2619
Thusong/General De La Rey Hospital Complex, Private Bag x 12025, Lichtenburg, 2740
Job ShimankanaTabane Hospital, Private Bag x 82079, Rustenburg, 0300
Potchefstroom Hospital, Private Bag x 938, Potchefstroom, 2531
Mmabatho College of Nursing, Private Bag x 2178 Mmabatho, 2735
Excelcius Nursing College, Private Bag A 19, Klerksdorp, 2590
Naledi Sub-district Office, Private Bag X14, Vryburg 8601
Kagisano & Molopo Sub-District Office, Private Bag x 533, Ganyesa 8613
LekwaTeemane Sub-District Office/Christiana District Hospital, Private Bag x 07, Bloemhof, 2660
Greater Taung Sub-District, Private Bag x 1052, Taung Station, 8580
Mamusa Sub-District Office, Private Bag x 01, Schweizer-Reneke, 2780
Geluksan District Hospital Private Bag x 25, Radithuso, 2738

FOR ATTENTION: Provincial Office: Mr K.M Motoko Tel No: 018 391 4406
Christiana District Hospital: Ms N Sindi Tel No: 053 928 0503/4
Emergency Medical Rescue Services (EMRS) College: Ms L Thubela Tel No: 018 4730 324
Thusong/General De La Rey Hospital Complex: Mr J.G Seleke Tel No: 018 384 0240
Job ShimankanaTabane Hospital: Dr B Moagi Tel No: 014 592 8906
Potchefstroom Hospital: Ms G.T Tlhapi Tel No: 018 406 4600
Mmabatho College of Nursing: Ms K. Leoko, Tel No: 018 392 0600
Excelcius Nursing College: Ms N Sedumedi Tel No: 018 406 8601
Naledi Sub-district Office: Mr G.N Maibi Tel No: 053 928 0503
Kagisano & Molopo Sub-District Office: Mr G.N Maibi Tel No: 053 928 0503
LekwaTeemane Sub-District Office/Christiana District Hospital: Ms N Sindi
Tel No: 053 928 0503/4
Greater Taung Sub-District: Mr G.N Maibi Tel No: 053 928 0503
Mamusa Sub-District Office: Mr G.N Maibi Tel No: 053 928 0503
Geluksan District Hospital: Ms G.C Oseile Tel No: 018 384 0240

CLOSING DATE: 05 April 2019

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 License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the SSA 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 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a 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 as that of the advertised post are free to apply. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

OTHER POSTS

POST 10/161 : CLINICAL MANAGER (MEDICAL) GRADE 1

SALARY : R1 115 874 – R1 238 451 per annum (All inclusive package)
CENTRE : Christiana Hospital, Gelukspan Hospital & Thusong/General Delarey Hospital Complex

REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa as a Medical Practitioner (MBChB). Current proof of registration with the Health Professions Council of South Africa as a Medical Practitioner must be attached. A minimum of 3 years appropriate experience as a Medical Officer after registration with the Health Professions Council of South Africa as Medical Practitioner. Management experience will serve as a recommendation. A valid driver’s license. Computer literacy.

DUTIES : Manage the KPA’s of Subordinates. Allocate the Doctors to the Department and rotate as required. Plan and control the continued Professional Development Programme for Doctors and auxiliary health services of the Hospital. Be responsible for Doctors orientation and Clinical Department Training Plan. Be responsible for the mobility and mortality and the ethics reviews. Handle complaints of the Medical nature. Develop multi professional teams. Implement top management decisions. Implement the national and provincial health development goals and objectives. Oversee and control the monthly call rooster and account for commuted overtime of Doctors. Compile the monthly statistics, utilize data for decision making. Ensure that the NTSG and HPTG business plan targets are met. Chair and co-ordinate numerous committees, eg patient safety groups (PSG), clinical health meetings.

ENQUIRIES : Mr Nick Maibi Tel No: 053 928 0503/4(Dr Ruth Segomotsi Mompati District) Ms M Mokgethi, Tel No: 018 384 0240 (Ngaka Modiri Molema District)

POST 10/162 : CHIEF CONSTRUCTION PROJECT MANAGER GRADE A

Main Role: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS)

SALARY : R991 281 - R1 133 427 per annum (All inclusive Package)
CENTRE : Provincial Office

REQUIREMENTS : Appropriate Bachelor’s degree in Built Environment. Six (6) years’ experience post qualification. Registered as a Professional Construction Project Manager with SACPSMP. Computer literacy. A valid driver’s license.

DUTIES : Prepare the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages / Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Implementation Plan. Monitor the implementation of Programmes / Projects. Approve Project Stage reports & designs. Manage the interface between the end-user / community structures and Implementing Agent(s). Manage people and budgets.

ENQUIRIES : Mr A Bogoshi Tel No: 018 391 4021

POST 10/163 : ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (PROCUREMENT)

SALARY : R853 551 - R990 585 per annum (All inclusive Package)
CENTRE : Provincial Office (Mmabatho Medical Stores)

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with South African Pharmacy Council (SAPC) as Pharmacist. Minimum of 3 years’ appropriate experience after registration as Pharmacist with the South African Pharmacy Council. Current proof of registration with the South African Pharmacy Council as a Pharmacist must be attached. Knowledge and understanding of the National Drug Policy, Pharmacy Act and
related legislative. Procurement, communication and people management skills. Computer literacy. A valid driver’s license.

**DUTIES**: Manage the Procurement Unit of the Medical Stores. Ensure timeous procurement of pharmaceutical and surgical items. Manage procurement of DDV’s and motivation items. Implement an effective supplier performance monitoring system. Assist with maintenance of effective stock control procedures. Assist with compilation of tender estimates. Compile management reports. Implement and monitor policies and procedures in relation to procurement unit. Manage KPA’s of the subordinates.

**ENQUIRIES** : Mr J Maleme, Tel No: 018 391 4354

**POST 10/164** : CHIEF EXECUTIVE OFFICER

**SALARY** : R826 053 - R973 047 per annum (All inclusive MMS package)

**CENTRE** : Christiana Hospital

**REQUIREMENTS** : Appropriate Bachelor's degree in Health Sciences or equivalent qualification. A Post-Graduate qualification in Business/ Hospital Management and Master of Public Health Degree would serve as a strong advantage. At least 5 years’ experience in Health Sector of which 3 years should be at management level. Highly skilled, dynamic individual with excellent Health Management, Human Resource and Financial Management skills. Proactive thinker with excellent decision-making skills. Ability to communicate and implement strategic objectives within an overall Provincial framework. A driver’s license. Computer literacy.

**DUTIES** : Manage all healthcare functions within the Hospital. Liaise with the District Management and facilities for a proper referral system. Develop essential protocols for the Hospital. Develop business plans for the Hospital and manage the Hospital’s finances, conditional grants, human resources and procurement matters. Establish and promote Good Corporate Governance with the Hospital Board. Provide good quality patient care and transformation. Establish proper management and strategic planning of services. Monitor and evaluate service delivery. Communicate and foster a good team spirit in consultation with the Hospital Board and other stakeholders. Provide strategic leadership to improve operational efficiency within the health establishment to improve the health outcomes.

**ENQUIRIES** : Mr Nick Maibi Tel No: 053 – 928 0503/4

**POST 10/165** : DEPUTY MANAGER NURSING

**SALARY** : R801 918 – R902 550 per annum (All inclusive Package)

**CENTRE** : Christiana Hospital

**REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or Equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience at management level.

**DUTIES** : Provide guidance and leadership towards the realization of the strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management. Information system to manage nursing information for the enhancement of service delivery. Establish, maintain and participate inter-professional and multi-disciplinary teamwork that promote efficient and effective health care. Manage and utilize resources in accordance with relevant directive and legislation.

**ENQUIRIES** : Mr Nick Maibi Tel No: 053 – 928 0503/4

128
<table>
<thead>
<tr>
<th>POST 10/166</th>
<th><strong>DEPUTY DIRECTOR: FINANCE (INFRASTRUCTURE)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R697 011 – R821 052 per annum (All inclusive MMS Package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Provincial Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Appropriate Bachelor’s degree in Commerce/Accounting/ Economics. At least five (5) years’ experience post qualification. Computer literacy. A valid driver’s license.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Extract, analyse and validate financial information for infrastructure projects / programmes. Provide financial administration services for all infrastructure programmes and projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr A Bogoshi Tel No: 018 391 4021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 10/167</th>
<th><strong>DEPUTY DIRECTOR: PROJECTS (HEALTH TECHNOLOGY)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R697 011 – R821 052 per annum (All inclusive MMS Package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Provincial Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Diploma in Nursing or related Medical field or Electrical or Mechanical or Clinical Engineering. Three (3) to Five (5) years’ experience post qualification. Experience in medical field, clinical engineering, functioning of medical equipment and the application of health technologies and the interface between medical equipment and patients including outputs and measurements. Computer literacy. A valid driver’s license.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Conduct planning and costing for health technology. Interpret and apply approved norms and standards per level of care. Supervise, monitor and manage procurement plans to obtain health technology required for infrastructure projects. Prepare commissioning plans for installation of medical equipment. Manage effective and efficient commissioning of medical equipment. Manage hand over of new installations and training. Manage people. Manage budget.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr A Bogoshi Tel No: 018 391 4021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 10/168</th>
<th><strong>DEPUTY DIRECTOR: CORPORATE SERVICES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R697 011 – R821 052 per annum (All inclusive MMS Package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Potchefstroom Hospital &amp; Job Shimankana Tabane Hospital</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Plan, organize and manage hospital corporate services for effective service delivery. Provide with strategic and operational leadership in Hospital Administrative services. Manage key deliverables of the supervises and critical components of the units in administrative support services. Provide leadership on workplace Labour Relations and ensure effective corporate governance. Establish and maintain aligned commitment to the hospital vision within and in the immediate environment of the hospital. Liaise with all stakeholders and develop sound relation (including government structure, NGO's and organized labour). Formulate and implement the most appropriate management arrangements. Ensure that financial, service delivery and quality target are met in terms of comprehensive hospital — based health care service in terms of the Public Finance Management Act. Ensure sound policies and procedures are in place.</td>
</tr>
</tbody>
</table>
ENQUIRIES: Mr P Kolokoto Tel No: 018 406 4600 (Dr Kenneth Kaunda District), Mr E Mmusi Tel No: 014 592 8906 (Bojanala District)

POST 10/169: CONSTRUCTION PROJECT MANAGER GRADE A
Main Role: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS).

SALARY: R679 338 - R728 400 per annum (All inclusive Package)
CENTRE: Provincial Office
REQUIREMENTS: Appropriate Bachelor’s degree in Built Environment. Three (3) years’ experience post qualification. Registered as a Professional Construction Project Manager with SACPSMP. Computer literacy. A valid driver’s license.

DUTIES: Prepare the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages / Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Implementation Plan. Monitor the implementation of Programmes / Projects. Approve Project Stage reports & designs. Manage the interface between the end-user / community structures and Implementing Agent(s). Manage budgets.

ENQUIRIES: Mr A Bogoshi Tel No: 018 391 4021

POST 10/170: HEAD OF DEPARTMENT: PRIMARY HEALTH CARE
SALARY: R548 436 – R635 778 per annum (plus benefits)
CENTRE: Mmabatho College of Nursing (Taung Teaching Site)
Excelsius Nursing College (Dr Kenneth Kaunda District)
REQUIREMENTS: Basic qualification accredited with South African Nursing Council (SANC) in terms of Government Notice 425(i.e. Diploma / Degree in Nursing) or equivalent qualifications that allows for registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education registered with SANC. A minimum of 9 years appropriate/recognizable nursing experience 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 in Nursing Education after obtaining 1 year post-basic qualification in Nursing Education. Diploma in Clinical Nursing Science, Health Assessment Treatment and Care SANC Regulations R48. Post Basic qualification in Nursing Education registered with SANC. Appropriate / recognisable clinical Nursing / teaching experience after registration as a Professional Nurse with SANC in Primary Health Care. Nursing Administration will be an added advantage. Current proof of registration with SANC as a Professional Nurse must be attached. Sound knowledge of Public Finance Management Act, Labour relations and management of personnel. Be willing to travel extensively. Interpersonal relations, administration and communication skills. Sound knowledge of Financial management, problem solving & leadership skills. Computer literacy. A valid driver’s license.

DUTIES: Coordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programme. Develop, Review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates. Supervise staff and oversee supervision of students. Develop operational plans and budget for the programme.

ENQUIRIES: Ms T.V Batyi Tel No: 018 392 0600 (Mmabatho College of Nursing), Ms N.N Sedumedi Tel No: 018 406 8601 (Excelsius Nursing College)

POST 10/171: HEAD OF DEPARTMENT: (POST BASIC COURSES)
SALARY: R548 436 – R635 778 per annum (plus benefits)
CENTRE: Mmabatho College of Nursing
REQUIREMENTS: Basic qualification accredited with South African Nursing Council (SANC) in terms of Government Notice 425(i.e. Diploma / Degree in Nursing) or equivalent qualifications that allows for registration with SANC as a Professional Nurse. Post Basic qualification in Nursing Education registered with SANC. A minimum of 9
years appropriate/recognizable nursing experience 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 in Nursing Education after obtaining 1 year post-basic qualification in Nursing Education. Diploma in Clinical Nursing Science leading to registration in Medical and Surgical Nursing Science: Advanced Midwifery and Neonatal Nursing Science or Critical Care or Child Nursing Science (R 212). Nursing Administration will be an added advantage. Current proof of registration with SANC as a Professional Nurse must be attached. Knowledge of major nursing and education legislation, policies and other government policies. Extensive knowledge of curriculum development. Sound knowledge of the Public Finance Management Act, Labour relations and management of personnel. Be willing to travel extensively. Administration skills. Interpersonal and Communication skills. Have a competence of Financial management, Problem solving & Leadership skills. Computer literacy. A valid driver’s license.

DUTIES:

Coordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programme. Develop, Review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates. Supervise staff and oversee supervision of students. Develop operational plans and budget for the programme.

ENQUIRIES:

Ms T.V Batyi Tel No: 018 392 0600

POST 10/172:

OPERATIONAL MANAGER: PRIMARY HEALTH CARE

SALARY:

R532 449 - R 599 274 per annum (plus benefits)

CENTRE:

Greater Taung Sub-District (X12 Posts)
Naledi Sub-District (X2 Posts)
Mamusu Sub-District (X1 Posts)
Lekwa Teemane Sub-District (X2 Posts)
Kagisano Molopo Sub-District (X4 Posts)

REQUIREMENTS:

Basic qualification accredited with the SANC in terms of government notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government notice no R 48 in the relevant specialty. A Minimum of 9 years’ appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 5 Years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse must be attached. A valid driver’s license. Computer literacy.

DUTIES:

Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of Human Resource and Financial Policies and Practices. 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 of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Communicate effectively with patients, supervisors, other health professionals and junior colleagues. Ensure provision of quality health services. Work effectively and amicable, at a supervisory level with persons of intellectual, cultural, racial or religious differences. Overall management of the comprehensive care treatment programme including ARV & PMTCT. Implement and monitor HCT. Ensure that the environment complies with the Health and Safety Act and infection control and prevention control policies.

ENQUIRIES:

Mr Nick Maibi Tel No: 053 – 928 0503/4
POST 10/173 : EMS LECTURER (PARAMEDIC) GRADE 3-4

SALARY : R371 004 - R492 309 per annum (plus benefits). Final salary will be determined by the appropriate/recognisable years of experience after registration with the Health Professions Council of South Africa.

CENTRE : EMRS Training College

REQUIREMENTS : Recognized B-Tech degree in Emergency Medical Care. Qualification as an Assessor, facilitator, mentor, and moderation is advantageous. Current proof of registration with the (HPCSA) Health Professions Council of South Africa as Paramedic/Emergency Care Practitioner. Minimum 3 of years' experience after registration with Health Professions Council of South Africa as Paramedic/Emergency Care Practitioner. Current proof of registration with the Health Professions Council of South Africa (HPCSA) must be attached. Training experience is recommended. Excellent communication and interpersonal skills as well as writing and verbal communication skills. Computer literacy. A valid code C1 driver’s license with Public Driving Permit.

DUTIES : Involvement in all aspect of Education Training and Development on the courses at the College including facilitation, assessment, mentorship and moderation. Participation in the road shifts during the practical phases of the course. Ensure that all aspects of the course is aligned to the relevant Legislation, Regulations and Policies. Participation in the formative and summative assessments processes. Any other duties as may be required from time to time by the Principal.

ENQUIRIES : Ms L Thubela Tel No: 018 473 0324

POST 10/174 : LECTURER

SALARY : R362 559 – R420 318 per annum (plus benefits)

CENTRE : Mmabatho College of Nursing (X1 Post)
Excelsius Nursing College (X5 Posts)

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Post basic qualification in Nursing Education registered with the South African Nursing Council. A minimum of 4 years appropriate recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council in General nursing. Current proof of registration with the South African Nursing Council as a Professional nurse must be attached. Be willing to travel extensively. Have a valid driver’s license. Have knowledge of communication, facilitation, administration, analytic & interpretation skills. Computer literacy.

DUTIES : Provide education and training to student's nurses. Coordinate clinical learning exposure to students between College and clinical areas. Implement assessment strategies to determine learner competency. Develop and ensure implementation of quality assurance programmes. Overall management or students. Develop, Review and evaluate curriculum. Adhere to Nursing Education and training prescripts and other related legislative mandates.

ENQUIRIES : (Mmabatho College of Nursing): Ms T.V Batyi Tel No: 018 392 0600
(Excelsius Nursing College): Ms N.N Sedumedi Tel No: 018 406 8601

POST 10/175 : LECTURER: PRIMARY HEALTH CARE

SALARY : R362 559 – R420 318 per annum (plus benefits)

CENTRE : Mmabatho College of Nursing (Taung Nursing School and Bophelong Nursing)
Excelsius Nursing College (Bojanala District)

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425 (i.e. diploma/degree in Nursing). Diploma in Clinical Nursing Science, Health Assessment Treatment and Care or equivalent qualification that allows for registration with the South African Nursing Council as a Professional Nurse. Post-basic qualification in Nursing Education registered with the South African Nursing Council. Appropriate/recognisable nursing experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. Current proof of registration with the South African Nursing
Council as a Professional Nurse must be attached. Post – basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Willing to travel extensively. A valid driver’s license.

**DUTIES**
Facilitate learning and education. Provide support to primary Healthcare Nurse training. Ensure effective accompaniment of learners. Give direction and coordinate development of clinical nurses, mentors and Primary Healthcare learners in matters relating to formal and informal learning. Assist Clinical Practitioners with new developments in Nursing Education and Training, especially of Health Priority programmes. Participate in the development of the curriculum within the legal framework of the SANC and SAQA and systems. Maintain quality assurance programmes within the College/Nursing School. Execute formal duties within the Department of Health context. Adhere to education and training prescripts.

**ENQUIRIES**
(Mmabatho College of Nursing): Ms T.V Batyi Tel No: 018 392 0600
(Excelsius Nursing College): Ms N.N Sedumedi Tel No: 018 406 8601

**POST 10/176**: ASSISTANT DIRECTOR: FACILITY MANAGEMENT

**SALARY**: R356 289 – R419 679 per annum (plus benefits)

**CENTRE**: Provincial Office

**REQUIREMENTS**: Appropriate Bachelor’s degree in Engineering/Public Management/Administration/Business Studies or equivalent qualification. At least 5 years relevant experience in Facility Management of which 3 years should be at supervisory level. Computer literacy. A valid driver’s license. Excellent spoken and written communication skills as well as customer and client management skills.

**DUTIES**: The successful candidate will be responsible for, amongst others, the following specific tasks: General upkeep and maintenance of Provincial Office. Ensure compliance with the Occupational Health & Safety [OHS] Act. Managing any refurbishment, renovations and office moves. Manage the cleaning, parking areas, waste disposal and to provide support to security and records management. Financial Management. Research and Development. People management.

**ENQUIRIES**: Mr K.K Molawa Tel No: 018 391 4134

**POST 10/177**: SOCIAL WORKER

**SALARY**: R242 5530 – R281 181 per annum (plus benefits)

**CENTRE**: Mmabatho College of Nursing & Excelsius Nursing College (Bojanala District)


**DUTIES**: Complete intakes for all new cases. Empower the students and college personnel to access available opportunities and resources to fully develop their potential. Assess and evaluate the behaviour problems resulting in college violations and helps in different assessment regarding casual relationships. Analyse and interpret information to make recommendations regarding needs for services. Act as a liaison with students, college staff and community services. Serve as an advocate for all students in need. Provide support services to college staff. Provide appropriate services for individual student, and group of learners that meet their academic, social, emotional and physical needs. Make referrals to appropriate resources within or outside the college. Render counselling and support services to individual students regarding issues which interfere with adjustment and performance within the educational setting. Conduct crisis intervention for student in distress. Conduct home visit when a need arise for verification of information. Compile reports and presentation documents. Establish and monitor support groups for students with corresponding needs and abilities.

**ENQUIRIES**: (Mmabatho College of Nursing): Ms T.V Batyi Tel No: 018 392 0600
(Excelsius Nursing College): Ms N.N Sedumedi Tel No: 018 406 8601
**ADMINISTRATION OFFICER (PMIS)**

Main Role: To manage data information of various projects from infrastructure planning to delivery.

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

**CENTRE**: Provincial Office

**REQUIREMENTS**: Appropriate Bachelor’s degree in Public Administration/Management/Office Administration or equivalent qualification. At least 2 years relevant experience. Background in project management and/or web-based systems will be an added advantage. Computer literacy. A valid driver’s license.


**ENQUIRIES**: Mr A Bogoshi Tel No: 018 391 4021

**DEPARTMENT OF LOCAL GOVERNMENT AND HUMAN SETTLEMENTS**

_The North West Department of Local Government and Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts._

**APPLICATIONS**: Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements and Local Government, Private Bag X2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Besemmer Street, Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)

**FOR ATTENTION**: Ms E Masibi

**CLOSING DATE**: 29 March 2019 at 16h30

**NOTE**: Directions to Applicants: Applications must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualifications, identity document and drivers license. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants’ with foreign qualifications must submit a SAQA evaluation report on the qualifications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate(s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Failure to comply with the above requirements will result in the disqualification of the application. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. Note: re-ads-applicants who previously applied are encouraged to re-apply.

**MANAGEMENT ECHELON**

**DIRECTOR: QUALITY ASSURANCE, PROJECTS MONITORING & IMPLEMENTATION REF NO: LG&HS 01/18-19**

Chief Directorate: Housing Development

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

**CENTRE**: Head Office (Mmabatho)


**DUTIES**: Manage the delivery of prescribed housing programmes within the district. Manage the implementation of the National and Provincial Housing Programmes and policy in the district. Source and oversee the implementation of a wide range of models and scenarios to establish sustainable Human Settlements and service delivery. Participate in the development of the departmental strategic plan and annual performance plan. Ensure that the business plan is in line with the priorities as set out in the provincial growth and development strategy and plan. Facilitate the development of a series of high-level plans for the establishment of centres of competence. Develop and implement a strategic partnership and engagement with the Department of Trade and Industry and other stakeholders in developing sustainable Human Settlements. Overall Management of both Financial and Human Resources for the Directorate.

**ENQUIRIES**: Mr V Bidi Tel No: 018 388 5510

**POST 10/180**: DIRECTOR: MUNICIPAL DEVELOPMENT PLANNING REF NO: LG&HS 02/18-19
Directorate: Municipal Development Planning

**SALARY**: R1 005 063 per annum (all-inclusive remuneration package)
**CENTRE**: Head Office (Mmabatho)

**DUTIES**: Provide support and monitor the development and implementation of Local Economic Development (LED) strategies and plans. Provide support and monitor municipalities with the development of credible Integrated Development Plans (IDPs). Provide support and monitor capacity of municipalities to implement Spatial Planning and Land Use Management Systems. Manage the resources (human; equipments; budget; etc) of the directorate.

**ENQUIRIES**: MR SP Ramagaga Tel No: 018 388 2328

**POST 10/181**: DIRECTOR: HOUSING SUBSIDY ADMINISTRATION AND CLAIMS REF NO: LG&HS 03/18-19
Directorate: Housing Subsidy Administration

**SALARY**: R1 005 063 per annum (all-inclusive remuneration package)
**CENTRE**: Head Office (Mmabatho)

**DUTIES**: Manage the administration of housing subsidies. Manage the processing of housing claims. Manage the provision of deeds management services. Ensure timeous disbursement of the housing fund for all housing programmes. Manage Human and Financial resources.

**ENQUIRIES**: Mr V Bidi Tel No: 018 388 5510
### OTHER POSTS

<table>
<thead>
<tr>
<th>POST 10/182</th>
<th>PROFESSIONAL ENGINEER REF NO: LG&amp;HS 06/18-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Directorate:</strong> Development Planning</td>
<td></td>
</tr>
<tr>
<td><strong>SALARY:</strong> R679 338 - R728 400 per annum (OSD)</td>
<td></td>
</tr>
<tr>
<td><strong>CENTRE:</strong> Head Office (Mmabatho)</td>
<td></td>
</tr>
<tr>
<td><strong>REQUIREMENTS:</strong> Matric/Grade 12, Diploma/Degree (B Eng/BSC Eng) (NQF Level 7) in Civil Engineering or any other relevant, equivalent qualification. 3 years post qualification Engineering experience. Compulsory registration with ECSA as a professional engineer. Valid driver’s License. Competencies/Knowledge/Skills: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Technical report writing. Team leadership. Analytical skills. Communication skills.</td>
<td></td>
</tr>
<tr>
<td><strong>DUTIES:</strong> Oversee the implementation of the national and provincial funded infrastructure programme for Local Government within the province. Facilitate the establishment of the Project Management Units (PMU) in municipalities. Monitor and report on the efficient functioning of Project Management Units (PMUs) in municipalities. Provide technical support on project facilitation for national and provincial infrastructure grant funding. Liaise with other sector departments for projects approval; under various grants. Manage resources allocated to the sub-Directorate (human resource; equipments; budget etc).</td>
<td></td>
</tr>
<tr>
<td><strong>ENQUIRIES:</strong> MR SP Ramagaga Tel No: 018 388 2328</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 10/183</th>
<th>DEPUTY DIRECTOR: MUNICIPAL MONITORING AND EVALUATION REF NO: LG&amp;HS 04/18-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Directorate:</strong> Local Government Monitoring &amp; Evaluation</td>
<td></td>
</tr>
<tr>
<td><strong>SALARY:</strong> R697 011 per annum (all-inclusive remuneration package)</td>
<td></td>
</tr>
<tr>
<td><strong>CENTRE:</strong> Head Office (Mmabatho)</td>
<td></td>
</tr>
<tr>
<td><strong>REQUIREMENTS:</strong> Matric/Grade 12, /Diploma/Degree (NQF Level 7) in Local Government/Public Management/Statistics or any other relevant, equivalent qualification. 3-5 years relevant experience in designing and implementing monitoring &amp; evaluation systems at Assistant Director level. Valid driver’s License. Competencies/Knowledge/Skills: Knowledge of Program evaluation principles and practices, including Survey development and administration, qualitative and quantitative research methods and analysis. Knowledge of Public regulations including the Constitution of and the PFMA. Proficiency in Local Government matters including Powers, Functions, and duties at municipal level. Reasoning skills and the ability to work independently, as part of a team and under pressure. People management, Project management. Presentation, Writing, communication and computer skills. Conflict resolution. Proven strategic management skills. Planning, organising skills and change management skills.</td>
<td></td>
</tr>
<tr>
<td><strong>DUTIES:</strong> Develop and implement a Local Government monitoring and evaluation framework in line with government’s outcome 9. Establish mechanisms, processes and procedures to monitor municipalities in the province in managing their own affairs and exercising their powers and functions; and to detect any maladministration, fraud, corruption or any other serious malpractice. Assess the support needed by municipalities to strengthen their capacity to manage their own affairs, exercise their powers and perform their functions. Liaise with relevant stakeholders for intervention. Develop consolidated report on the performance of municipalities in the province and ensure submission to relevant stakeholders. Ensure compliance of MSA sec 47.105 and 106. Perform thorough analysis of data and produce reports that include statistical, narrative and Graphic components as appropriate. Design and conduct performance and impact evaluations; develop progress reports on quarterly basis for the department. Mentor and build capacity of staff around best practices for M&amp;E. Manage Human and Financial resources.</td>
<td></td>
</tr>
<tr>
<td><strong>ENQUIRIES:</strong> MR KN Mokoena Tel No: 018 388 2925</td>
<td></td>
</tr>
</tbody>
</table>

---

136
POST 10/184 : DEPUTY DIRECTOR: BASIC SERVICES REF NO: LG&HS 05/18-19
Directorate: Integrated Municipal Infrastructure

SALARY : R697 011 per annum (all-inclusive remuneration package)
CENTRE : Head Office (Mmabatho)

DUTIES : Provide support to municipalities in the development and review of the indigent policy. Monitor municipalities in the implementation of the indigent policy. Provide support to municipalities in the establishment and maintenance of indigent registers. Provide support and monitor municipalities in the provision of basic services (including free basic services) to communities; i.e. water; sanitation; refuse and energy. Coordinate intergovernmental relations structures (IGR) for basic services. Manage Human and Financial resources.

ENQUIRIES : MR SP Ramagaga Tel No: 018 388 2328

POST 10/185 : PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A (HOUSING PLANNING AND TECHNICAL SERVICES) REF NO: LG&HS 08/18-19 (X2 POSTS)
Directorate: Housing Planning and Technical Services
Re-Advert

SALARY : R585 366 - R630 597 per annum (all-inclusive remuneration package) (OSD)
CENTRE : Head Office (Mmabatho)

DUTIES : Provide technical guidance and support with the development and review of Provincial Multi-Year Housing Development Plan. Provide technical support with the review of Municipal Housing Sector Plans. Provide input and support with the review of the Human Settlements Development (HSDG) in terms of DORA. Provide support with the Implementation of the Provincial Housing Needs Register. Conduct research on aspects that relate to Town planning to ensure the viability of Human Settlements Projects.

ENQUIRIES : MR M.G Mashabane Tel No: 018 388 5486

POST 10/186 : PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A (SPATIAL PLANNING & LAND USE MANAGEMENT) REF NO: LG&HS 09/18-19 (X2 POSTS)
Directorate: Housing Planning and Technical Services

SALARY : R585 366 - R630 597 per annum (all-inclusive remuneration package) (OSD)
CENTRE : Head Office (Mmabatho)
DUTIES: Provide support and coordination for spatial and land use planning in the North West Province. Render support and monitor targeted municipalities regarding spatial planning and land use. Provide streamline application procedures and recommendations for land use applications. Provide secretarial services to the North West Township and services. Provide duties of designated officer in terms of the development facilitation Act (DFA).

ENQUIRIES: MR SP Ramagaga Tel No: 018 388 2328

POST 10/187: CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: LG&HS 07/18-19
Directorate: Integrated Municipal Infrastructure (Re-Advert)

SALARY: R396 375 - R453 216 per annum (OSD). The remuneration package of the successful candidate will be in accordance to the relevant OSD determination.

CENTRE: Mmabatho


DUTIES: Provide technical support on project facilitation for National and Provincial Infrastructure Grant. Monitoring of proper completion and closure of all infrastructure projects. Report on the expenditure and progress of the MIG programme. Liaison with the other sector departments for projects to be registered. Manage Human and Financial resources.

ENQUIRIES: MR SP Ramagaga Tel No: 018 388 2328

POST 10/188: ASSISTANT DIRECTOR: DEEDS ADMINISTRATION REF NO: LG&HS 10/18-19
Directorate: Local Governance (Re-Advert)

SALARY: R356 289 per annum (Level 09)

CENTRE: Mmabatho

REQUIREMENTS: Matric/Grade 12. Diploma/Degree (NQF Level 6/7) in Public Management or Human Settlements or any other relevant, equivalent qualification. 3-5 years relevant experience in Deeds Administration at an Officer/Practitioner Level in Municipal and/or Local Government Environment. A Valid driver’s Licence. Competencies/Knowledge/Skills: Knowledge of relevant legislation/policies/prescripts and procedures. Ability to do research and analyse documents and situations. Written and verbal communications skills. Computer literacy. Sound organisational skills. Good people skills.

DUTIES: Attend to queries from municipalities and conveyancers. Processing applications for transfer of properties. Issuing of consents for cancellation of charges on deeds of grants. Manage records (Title Deeds). Administer application of lost copies of deeds of grants (V/A certificate). Manage human and financial resources.

ENQUIRIES: MR P Moipolai Tel No: 018 388 3615

POST 10/189: CONTROL HOUSING INSPECTOR REF NO: LG&HS 13/18-19 (X3 POSTS)
Chief Directorate: Housing Development

SALARY: R356 289 per annum (Level 09)

CENTRE: Mmabatho

REQUIREMENTS: Matric/Grade 12. Diploma/Degree (NQF Level 6/7), (T/N/S streams) or N3 and a passed trade test in building environment. 3-5 years relevant experience in building environment. Valid drivers license. Competencies/Knowledge/Skills: In-depth knowledge of built environment legislations and policy prescripts. Knowledge and experience in management and supervision of low cost housing development.
Knowledge of interpreting all building and Engineering plans. Ability to communicate at all levels. Negotiation and problem solving in both field and administration levels. Good leadership and team building skills.

**DUTIES**
- Facilitate, coordinate and control the implementation of housing inspection in the district. Manage the activities of developers and contractors and consultants during construction period of the project. Ensure quality control, monitor progress and delivery on current running housing development projects in the district. Supervise the performance and conduct of subordinates.

**ENQUIRIES**
- MS H Mhlongo/MR N Mokoma Tel No: 018 388 5528/5473

**POST 10/190**
- **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: LG&HS 11/18-19**
  Directorate: Strategic Planning, Monitoring and Evaluation

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

**CENTRE**
- Head Office (Mmabatho)

**REQUIREMENTS**
- Matric/Grade: 12. Diploma/Degree (NQF 6/7) in Strategic Management, Public Management or any other relevant, equivalent qualification. 3-5 years relevant experience at an Officer/Practitioner Level. Competencies/Knowledge/Skills: Understanding of Frameworks for strategic plans and annual Performance plans. Knowledge of the planning processes and the following prescripts: MTSF, PFMA, Treasury Regulations and Framework for managing performance information. Technical skills (Microsoft word, Excel and PowerPoint). Writing and verbal skills.

**DUTIES**
- Facilitate and organize strategic planning processes. Coordinate the development of the service delivery model. Research statistics from various sources the will enhance the quality of the planning documents. Handle audits on predetermined objectives conducted by both the Auditor general and Provincial Internal Audit. Align departmental plans to the National and Provincial priorities.

**ENQUIRIES**
- Ms M Martin Tel No: 018 388 5524

**POST 10/191**
- **ASSISTANT DIRECTOR: TRANSFORMATION REF NO: LG&HS 12/18-19**
  Directorate: Strategic Planning, Monitoring and Evaluation (Re-Advert)

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

**CENTRE**
- Head Office (Mmabatho)

**REQUIREMENTS**
- Matric/Grade: 12. Diploma/Degree (NQF level 6/7) in Public Management/ Business Management/Industrial Psychology or any other relevant, equivalent qualification. 3-5 years relevant experience at officer/practitioner level. Competencies/Knowledge/Skills: Knowledge on the Public Service legislation including The Constitution, White Paper on Transforming Public Service Delivery, Batho Pele Handbook, Change and Diversity Management, PMFA. Computer Literacy, Policy Interpretation and Application, Presentation Skills, Facilitation and Report writing Skills, Advanced verbal and written communication skills, Client orientation and customer focused skills, Analytical thinking, creative and innovative skills.

**DUTIES**
- Coordinate the integration of Batho Pele Frameworks into Departmental Service delivery processes. Input on change and diversity management strategies. Coordinate transformation activities and events that embrace diversity and change within the Department. Facilitate Departmental Service Excellence and Service Delivery initiatives, including SDIP, Service Charter and Standards.

**ENQUIRIES**
- Mr M.S Radebe Tel No: 018 388 4456

**POST 10/192**
- **SENIOR ADMIN OFFICER: MIG REF NO: LG&HS 14/18-19**
  Directorate: Integrated Municipal Infrastructure (Re-Advert)

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

**CENTRE**
- Head Office (Mmabatho)

**REQUIREMENTS**
- Matric/Grade: 12. Diploma/Degree (NQF Level 6/7) in Local Government, Public Management, Financial Management or any other relevant, equivalent qualification. 2 – 5 years relevant experience in Local Government or Municipal Environment. A Valid driver’s License. Competencies/Knowledge/Skills:

DUTIES:
Coordinate and prepare all necessary reports for relevant stakeholders at Provincial and National Departments in terms of the Division of Revenue Act. Coordinate and Monitor project databases including National Management Information System for all Municipalities. Consolidate and keep records of project registrations, Cash flows and progress reports. Coordinate processes in relation to the payment schedules, Implementation plans, PMU Business Plans and annual reports for Municipalities.

ENQUIRIES:
MR SP Ramagaga Tel No: 018 388 2328

POST 10/193:
CHIEF BUILDING INSPECTOR REF NO: LG&HS 15/18-19 (X6 POSTS)
Chief Directorate: Housing Development
(Re-Advert)

SALARY:
R299 709 per annum (Level 08)

CENTRE:
DR KK (X2 Posts)
DR RSM (X1 Post)
NMM District (X3 Posts)

REQUIREMENTS:
Matric/Grade: 12. Diploma/Degree (NQF Level 6/7), (T/N/S streams) or N3 and a passed trade test in building environment. 2-5 years relevant experience in the building environment. Valid driver’s license. Competencies/Knowledge:
Knowledge of relevant Legislation, policies, prescripts and procedures. Ability to do research and analyse documents and situations. Language and communication skills. Computer literacy. Sound organisational skills. Good people skills.

DUTIES:
Conduct inspections in building projects. Check and report on the work of implementation agents (contractors and developers). Quality assure buildings constructed. Gather and submit information on EPWP on housing projects. Supervise the work and conduct of building inspectors.

ENQUIRIES:
MR BN Mokoma/MR L Mkhize Tel No: 018 388 5491/5473

POST 10/194:
SENIOR HOUSING STAKEHOLDER ENGAGEMENT OFFICER REF NO: LG&HS 16/18-19
Directorate: Housing Planning and Technical Services

SALARY:
R299 709 per annum (Level 08)

CENTRE:
Head Office (Mmabatho)

REQUIREMENTS:

DUTIES:
Coordinate economic empowerment for the previously disadvantaged groups (women, youth and people with disabilities) in human settlements programmes. Support the development of emerging contractors and cooperatives. Coordinate human settlements special programs events. Coordinate the provincial Govern Mbeki awards (best performing building contractors).

ENQUIRIES:
MS LS Lebaka-Ketshabile Tel No: 018 388 5549

POST 10/195:
SENIOR STATUTORY BODIES SECRETARIAT REF NO: LG&HS 17/18-19
Directorate: Housing Planning and Technical Services

SALARY:
R299 709 per annum (Level 08)

CENTRE:
Head Office (Mmabatho)

REQUIREMENTS:
Matric/Grade: 12. Diploma/Degree (NQF level 6/7) in Human Settlement or Public Management or any other relevant, equivalent qualification. 2-5 years relevant experience. Competencies/Knowledge/Skills: Knowledge of business and Government Administration principles. Knowledge of mediation and all related

**DUTIES**

Render Administrative Support to the statutory bodies. Conduct investigations on all disputes lodged. Prepare and serve summons. Tracing of Parties with regard to disputes lodged. Supervise staff.

**ENQUIRIES**

MS Moagi Tel No: 018 388 5407

**POST 10/196**

**SENIOR ADMIN OFFICER: STRATEGIC PLANNING REF NO: LG&HS 18/18-19 (X2 POSTS)**

Directorate: Strategic Planning, Monitoring and Evaluation

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Head Office (Mmabatho)

**REQUIREMENTS**


**DUTIES**

Facilitate and organize strategic planning processes. Implement the institutionalization of corporate governance values and practices across Human Settlements and establish a culture of compliance with statutory requirements. Implement the integration of all systems within the department. Coordinate audits on predetermined objectives conducted by both the Auditor general and Provincial Internal Audit to all stakeholders. Implement planning instruments and tools on planning processes.

**ENQUIRIES**

Ms M Martin Tel No: 018 388 5524

**POST 10/197**

**PRINCIPAL COMMUNICATIONS OFFICER-PUBLIC LIAISON, MARKETING & BRANDING REF NO: LG&HS 19/18-19**

Directorate: Communications

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Head Office (Mmabatho)

**REQUIREMENTS**


**DUTIES**

Organise and implement public liaison events. Arrange exhibition and branding materials during outreach programme and public events. Make logistical arrangements during outreach programmes and events. Distribute information products during public events. Generate reports/ action plans after public meetings. Supervise staff.

**ENQUIRIES**

Ms D Thapelo Tel No: 018 388 3402

**POST 10/198**

**SENIOR WELLNESS OFFICER REF NO: LG&HS 20/18-19**

Directorate: Human Resource Management

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Head Office (Mmabatho)

**REQUIREMENTS**


**ENQUIRIES**: Ms E.D Sebokolodi Tel No: 018 388 3857

**POST 10/199**

**SENIOR COMMUNICATIONS OFFICER-MEDIA RELATIONS REF NO: LG&HS 21/18-19**

Directorate: Communications

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

**CENTRE**: Head Office (Mmabatho)


**DUTIES**: Providing daily media monitoring services. Developing and updating the media database. Providing photography services and managing archives. Compiling and producing media statements and articles. Providing administrative support during media activities i.e media briefings.

**ENQUIRIES**: Ms D Thapelo Tel No: 018 388 3402

**POST 10/200**

**SENIOR COMMUNICATIONS OFFICER-INTERNAL COMMUNICATION REF NO: LG&HS 22/18-19 (X2 POSTS)**

Directorate: Communications

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

**CENTRE**: Head Office (Mmabatho)


**DUTIES**: Draft articles and stories for internal and external newsletters. Provide photography services (take pictures) during Departmental events. Provide support with the coordination of the Local Government Communications Forum. Monitor Department's Social Media space.

**ENQUIRIES**: Mr C Motshabi Tel No: 018 388 4827

**POST 10/201**

**PERSONAL ASSISTANT REF NO: LG&HS 23/18-19 (X7 POSTS)**

Directorate: Various Directorates (Re-Advert)

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

**CENTRE**: Head Office (Mmabatho)

**REQUIREMENTS**: Matric/Grade 12. Secretarial Diploma or any other relevant, equivalent qualification. 3-5 years’ relevant experience providing secretarial support services. Knowledge of relevant legislations, policy, prescripts and procedures. Ability to do research and analyse documents and situations. Basic knowledge of financial administration. Language and

**DUTIES**

Provide a secretarial/receptionist support to the manager. Render administrative support services. Provide support to manager regarding meetings. Provide support to manager with administration of the manager’s budget. Study the relevant Public Service and Departmental prescripts/policies and other documents ensuring that the application thereof is understood properly.

**ENQUIRIES**

MS E Masibi Tel No: 018 388 3933

**POST 10/202**

**ADMIN OFFICER: INFORMATION SECURITY REF NO: LG&HS 24/18-19**

Directorate: MISS

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Head Office (Mmabatho)

**REQUIREMENTS**


**DUTIES**

Implement the effectiveness and compliance to Information Security Policy and SOPs. Keeps records of information security breaches incidents such as leakage of sensitive information. Facilitate security screening of personnel handling sensitive information. Facilitate Personnel Suitability Checks on shortlisted candidates. Implement the facilitation of information security awareness training programs. Conduct Information Security Assessment.

**ENQUIRIES**

MS P Petros Tel No: 018 388 4767

**POST 10/203**

**CHIEF HUMAN RESOURCE REGISTRY CLERK REF NO: LG&HS 25/18-19**

Directorate: Human Resource Administration

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Head Office (Mmabatho)

**REQUIREMENTS**

Matric/Grade 12. Relevant Diploma/Degree (NQF level 6/7) in Human Settlements/Public Management or any other relevant, equivalent qualification. 0-2 year’s relevant experience on HSS and Housing environment. A valid driver’s license. Competencies/Knowledge/Skills: Knowledge of HSS. Housing Act and Housing code as well as the ability to manage staff and work under pressure. PFMA. Computer literacy. Communication skills.

**DUTIES**

Supervise and provide human resource registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the processing of documents for archiving and/disposal. Supervise human resources/staff at registry.

**ENQUIRIES**

MR G Moletsane Tel No: 018 388 3295

**POST 10/204**

**ADMINISTRATION OFFICER: SUBSIDY CLAIMS REF NO: LG&HS 26/18-19**

Directorate: Housing Development

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Head Office (Mmabatho)

**REQUIREMENTS**

Matric/Grade 12. Relevant Diploma/Degree (NQF level 6/7) in Human Settlements/Public Management or any other relevant, equivalent qualification. 0-2 year’s relevant experience on HSS and Housing environment. A valid driver’s license. Competencies/Knowledge/Skills: Knowledge of HSS. Housing Act and Housing code as well as the ability to manage staff and work under pressure. PFMA. Computer literacy. Communication skills.
**DUTIES**
Verify all captured claims on the HSS before submitting to authorisers. Verify all supporting documents attached to the physical claims. Verify milestones, amount claimed, invoices, happy letters and captured beneficiaries against the printed payment schedules. Liaise with the system administrator (HSS) regarding suppliers not registered, no milestones/ amount subsidy quantum. Liaise or inform developers regarding incomplete supporting documents. Email all the payment schedules to developers for reconciliation and reclaiming short payments. Assist disbursement unit with claims older than 30 days on the system and payments. Advice the regional managers in case whereby beneficiaries are not linked to the project. Supervise staff.

**ENQUIRIES**
MR KW Ngazire Tel No: 018 388 5438

**POST 10/205**
**BUILDING INSPECTOR REF NO: LG&HS 27/18-19 (X2 POSTS)**
Directorate: Housing Development

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

**CENTRE**
Head Office (Mmabatho):
R.S.M (X1 Post)
NMM District (X1 Post)

**REQUIREMENTS**
Matric/Grade: 12. Degree/ Diploma (T/N/S streams) or N3 and a passed trade test in building environment. 0-2 year’s relevant experience in the building environment. A valid driver’s license. Competencies/Knowledge/Skills: Knowledge of relevant legislations, policy, prescripts and procedures. Ability to do research and analyse documents and situations. Language and communication skills. Computer literacy. Sound organisational skills. Good people skills.

**DUTIES**
Conduct inspections in building projects. Check and report on the work of implementation agents (contractors and developers). Quality assure buildings constructed. Gather and submit information on EPWP on housing projects.

**ENQUIRIES**
MS M Jaards/MR L Mkhize Tel No: 018 388 5528/5473

**POST 10/206**
**ADMINISTRATION CLERK: SUBSIDY CLAIMS REF NO: LG&HS 28/18-19**
Directorate: Housing Development

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

**CENTRE**
Head Office (Mmabatho)

**REQUIREMENTS**
Matric/Grade 12 or equivalent. Competencies/Knowledge/Skills: Knowledge of HSS. Housing Act and Housing code. PFMA. Computer literacy will be an added advantage.

**DUTIES**
Receive claims from helpdesk. Check the supporting documents according to checklist i.e standard claim form, invoice, beneficiary list, inspectors report, NHBRC, happy letters and valid contract. Capture all complete claims received on the HSS by selecting names, ID numbers and site numbers against claims received from the developers. Arrange physically received happy letters against the payment schedule form the HSS. Return all incomplete/incorrect claims to help desk immediately. Submit printed payment schedules to Admin officers for verification.

**ENQUIRIES**
MR KW Ngazire Tel No: 018 388 5438