

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 01 OF 2019
DATE ISSUED: 11 JANUARY 2019

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.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
BASIC EDUCATION	A	03 - 04
HIGHER EDUCATION AND TRAINING	B	05 - 06
MINERAL RESOURCES	C	07 - 09
NATIONAL TREASURY	D	10 - 11
SCIENCE AND TECHNOLOGY	E	12 - 14
TRADITIONAL AFFAIRS	F	15 - 16

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	G	17 - 18
KWAZULU NATAL	H	19 - 30
LIMPOPO	I	31 - 32
NORTH WEST	J	33 - 35
WESTERN CAPE	K	36 - 62

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za.
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 01 February 2019
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with short-listed applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POST

- POST 01/01** : **DEPUTY DIRECTOR: BUDGETING AND CASH FLOW MANAGEMENT REF NO: 01/2019**
Branch: Finance and Administration
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R826 053 per annum (All-Inclusive remuneration package)
Pretoria
An appropriate three year relevant post matric qualification (NQF level 6) in Accounting/ Finance is a minimum requirement, with at least four (4) years proven working experience with Budget database plus four (4) years' relevant experience at supervisory/middle managerial level is required in Financial Accounting, Sound knowledge of Budget Formulation. Revenue and Expenditure Management and Control. Cash Flow Management. Knowledge of Management Accounting, Planning and organising, presentation and analytical skills. In-depth knowledge of Public Service Policy Framework, knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Practices and Procedures and financial systems. The incumbent must be Team Leader, have written and verbal communication skills, Be client orientated and customer focused, have advance knowledge of Basic Accounting System, computer literacy, Excel, MS Word and PowerPoint.
- DUTIES** : The incumbent will be responsible for management accounting with proper and timeous implementation of the budget circulars. Manage the Departmental MTEF budget process and associated Medium Term Expenditure Committee (MTEC) process. Revenue and Expenditure management and control for the entire Vote. IYM and Cash Flow reporting. Prepare the Appropriation Statement inputs into the Annual Financial Statements. Coordinate budget adjustment and MTEF input from Programmes (Branches). Prepare and undertake budget bilateral meetings with all Branches. Responsible for initial review of monthly variance reporting. Coordinate monthly expenditure meetings with programme managers. Develop/Prepare quarterly presentations for oversight committees. Assist branches with expenditure planning and forecasting. Responsible for monthly, quarterly and annual cash flow projections for the Department. Assist with management of information systems used in budgeting and reporting. Responsible for integrity of budgeting data and reports. Oversee the capturing of budget data and maintenance of database. Ensure that reporting deadlines are observed regularly and enhance the quality of monthly reports sent to the National Treasury.

ENQUIRIES
NOTE

Establish filing systems. Staff supervision, training, and development. Establish culture of professionalism and inculcate good working ethics.
: Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
: Shortlisted candidates will be required to undergo competence assessment.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(THEKWINI TVET COLLEGE)**

- APPLICATIONS** : Deliver or post to Thekwini TVET College, Human Resources Management & Development Department, Central Office, 262 D'Aintree Avenue, Asherville or P//Bag X06, Dormerton, Durban
- CLOSING DATE** : 25 January 2019 at 13H30
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that "please ignore if you have attached a CV with these details". Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of all qualifications incl. academic records, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign applications; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All applications to include ALL required documentation as listed above. Incomplete applications WILL NOT be considered. Thekwini TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications and citizenship verification, criminal record and financial record checks, previous employment verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

OTHER POSTS

- POST 01/02** : **BURSARY ADMINISTRATOR REF NO: SSS 01/01/2019 (X1 POST)**
This post is re-advertised. All applicants who previously applied must re-apply.
Permanent
- SALARY** : R242 475 per annum (Level 07)
- CENTRE** : Thekwini TVET College (Central Office)
- REQUIREMENTS** : Matric certificate or equivalent. Recognised tertiary qualification in Financial Management or Accounting (REQV 13). Valid Driver's Licence. Minimum three (3) years' relevant administrative working experience (one year of financial aid and /or supervisory experience). Sound financial knowledge. Good computer skills, MS Word, MS Power Point and advanced MS Excel skills. Sound Coltech knowledge and experience (modules relevant to the post). Good communication skills (written & verbal) and ability to communicate at all levels in the organization. Good presentation skills. Willingness to work irregular hours; travel and capacity to work under pressure. Team work. Good interpersonal skills. Fluency in both English and IsiZulu is recommended.
- DUTIES** : Supervise Financial Aid department in accordance with DHET and college Policies. Ensure accurate recording of all submitted financial aid applications and documentation. Maintain continuously updated records of all applications and the related documentation and status. Communicate guidelines to campus student liaison officers regarding bursary applications. Prepare documentation for the approval of funds. Ensure that all receipts have been allocated to student accounts, i.e. unallocated deposits. Prepare regular management reports on status of bursary applications.
- ENQUIRIES** : Ms Catri Sibiyi Tel No: 031 250 8418

POST 01/03 : **ADMIN CLERK: LIBRARY SERVICES (X3 POSTS)**
Permanent

SALARY : R163 563 per annum (Level 05)
CENTRE : Thekwini TVET College (Campuses: Springfield/ Asherville):
Springfield Ref No: Spr 01/01/2019 (X2 Posts)
Asherville Ref No: Ash 01/01/2019 (X1 Post)

REQUIREMENTS : Matric certificate 12 or equivalent. Recognised and relevant tertiary qualification (REQV 13). Two years' working experience in library administration is recommended. Good computer skills (incl. MS Word, MS Excel). Capturing experience on Coltech. Good communication skills (verbal and written) and interpersonal skills. Fluency in both English and isiZulu is recommended.

DUTIES : Provide library services and support to staff and students as required. Order and receive stock according to set standards. Issue text books and process returns according to library procedures and regulations. Sort books according to library standards for retrieval. Maintenance of relief classes. Capturing and stock taking. Process library information according to library guidelines.

ENQUIRIES : Ms Catri Sibiya Tel No: 031 250 8418

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman.
- FOR ATTENTION** : Ms N Maseko/ Ms T Sibutha
- CLOSING DATE** : 25 January 2019
- NOTE** : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

- POST 01/04** : **DEPUTY DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMR/18/0064**
- SALARY** : R826 053 per annum (Level 12) (All inclusive package)
- CENTRE** : Northern Cape Region, Springbok
- REQUIREMENTS** : A three year tertiary qualification in Law coupled with 3 years relevant experience at junior management level PLUS the following key competencies: Knowledge: Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002), Social and Labour plan, Mine Economics and Broad Based Social Economic Empowerment (BBSEE) (Mining Charter) adjudication, Mining Titles registration, Mine Environmental management and its relationship with urban development, Rural and Urban Renewal Strategies, Public Administration, Knowledge of past legislations; Skills: Ability to think innovatively with development opportunities, Ability to supervise and manage people, Ability to interpret and apply legislation and related policies, Ability to facilitate workshops and consultation processes and to implement desired outcomes, Strong ability to facilitate conflict situations, Community liaison skills, Ability to communicate at a high level in a professional manner, Listening skills, Provide leadership; Communication: Strong communications skills between Government Departments, Business organization and Institutions at management level (Stake holder liaison), Negotiation/communication and problem solving skills; Creativity: Recognising viable development opportunities, exploiting synergies to promote development, Recognising conflicts, Lateral thinking to identify linkages.
- DUTIES** : Processing of applications in terms of MPRDA (Act 28 of 2002). Provide information and submit inputs, liaison and consultation with regards to general policy matters, individual applications, co-ordinates consultation process and acts as lead agent on behalf of the Department regarding certain applications. Provide a general service, information and guidance with regard to the objectives of the MPRDA. Provide information, comment on various issues relating to the granting of mining permit, prospecting and mining right and mining related issues. Provide information, attend meetings and reply to enquiries. Manage the Mineral Laws

	:	administration Sub-Directorate. Ensure attendance to issues of cooperate governance. Draft report, letters and compile submissions for the Minister/DG/DDG for the granting of refusal of rights. Interpretation of Mineral Laws on a daily basis.
<u>ENQUIRIES</u>	:	Mr Pieter Swart Tel No: (053) 807 1700
<u>NOTE</u>	:	Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.
<u>POST 01/05</u>	:	<u>INSPECTOR OF MINES: MINE SURVEYING REF NO: DMR/18/0065</u>
<u>SALARY</u>	:	R697 011 per annum (Level 11)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A Mine Surveying Certificate of Competency (MSCC) with at least a three year qualification PLUS the following key competencies: Knowledge and application of the Mine Health and Safety Act, the Mineral and Petroleum Resources Development Act and Departmental Policies; Skills: Report writing skills, Computer literacy, Conduct physical field work.
<u>DUTIES</u>	:	Conduct underground inspections, compile reports and maintain records. Conduct inspections of plans records of surface mines, compile reports and maintain records. Conduct inspections of plans records of underground mines, compile reports maintain records. Investigate and make recommendations regarding surface utilization applications, compile reports and maintain records. Process statutory applications regarding mine surveying permissions and exemptions, compile report and maintain records. Serve on mine surveying related committees and attend seminars. Conduct practical mine surveying field tasks.
<u>ENQUIRIES</u>	:	Mr N Mahwasane Tel No: (012) 444 3097
<u>NOTE</u>	:	Woman, coloureds, Indians a well as people with disabilities are encouraged to apply. The appointment will be subject to pre-employment medical examination of fitness.
<u>POST 01/06</u>	:	<u>ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMR/18/0066</u>
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Free State Region, Welkom
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Natural Science/ Environmental Science/Environmental Management coupled with at least three years relevant experienced in integrated environmental Management and a valid driver's license, Plus the following competencies: Knowledge: The National Environmental Management Act (107 of 1998). Mineral and Petroleum Resources Development Act 2002. Minerals Act 1991 Mining Procedures and Environmental Impact Process. Sound knowledge of environmental impact assessment and remediation. Knowledge of impact assessment and evaluation methods. Knowledge of environmental legislation. Knowledge of mining methods, mining methods processes, mining waste generation and disposal. Knowledge of environmental resources economics, mineral economics and financial risk assessment; Skills: Good negotiation skills, Good research skills, integration of social, economic, bio-physical and cultural-historical impacts. Personnel Management. Working and creating team work; Communication: Good verbal and non-verbal communication skills. Excellent English reading and writing skills. Ability to interact with people on various levels. Sound written and verbal communication. Ability to interpret and apply legislation, good interpersonal skills; Creativity: Recommend innovatively corrective actions to exert vision and foresight in dynamics of mining environmental management, creative thinking, Assertive and confident approach ability to analyse problems.
<u>DUTIES</u>	:	Manage EIA process (basic assessments, scoping reports, EIAR/EMP and listed activities) closure plans and other technical and environmental documents and make recommendation thereon Management and residue stockpile and residue deposits. Compliance, Auditing and performance Assessment. Evaluate environmental risk and manage the closure of mines within the stipulated time frames. Consult with other Departments and Agencies on environmental matters and serve on such committees to promote co-operative governance. Identify

Environmental liabilities for operations and ensure adequacy of FP, Conduct compliance inspectors. Manage and resolve complaints and conflicts. Regulate the closure of mines within stipulated time frames.

ENQUIRIES : Mr A Mulaudzi Tel No: (057) 391 1300
NOTE : Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 01/07 : **ADMINISTRATION CLERK: CASHIER REF NO: DMR/18/0067**

SALARY : R163 563 per annum (Level 05)
CENTRE : Free State Region, Welkom
REQUIREMENTS : A Senior Certificate with relevant experience in government financial administration; Plus the following key competencies: Government budgeting and reporting processes, such as Medium Term Expenditure Framework (MFEF), Knowledge of Basic Accounting System (BAS), Public Finance Management Act (PFMA) and related policies, Treasury Regulations and budget processes, Skills: Good organising skills, Sound Financial and Accounting skills, Good in numbers/mathematical skills, Computer skills, Communication: Ability to interact with people on various levels, Sound written and verbal communication, Ability to interpret and apply legislation, Good interpersonal skills, Creativity: A creative, assertive and confident approach, Ability to be pro-active and effective in process of problem-solving and the improvement of productivity.

DUTIES : Contribute to the effective management of budget. Compile and analyse monthly budget and expenditure reports. Compile and analyse monthly and expenditure reports. Compile and consolidate budget and reporting related documents during an annual budget process. Cash flow and petty cash management. Management of payment advances. Contribute to effective revenue management. Verify subsistence & travel claims and keep records thereof. Capture payment receipts on BAS and print reports. Effective control of various cash registers, monitoring and control over budget and submission of inputs regarding budgetary issues.

ENQUIRIES : Ms CL De Vos Tel No: (057) 391 1322
NOTE : Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 01/08 : **REGISTRY CLERK REF NO: DMR/18/0068**

SALARY : R163 563 per annum (Level 05)
CENTRE : Mpumalanga Region, Witbank
REQUIREMENTS : A Senior Certificate coupled with relevant experience in Government Administration and Drivers Licence, Plus the following key competencies: Knowledge: National Archives Act (Management of filling systems and Archives, Minimum Information of Security Standards, Registry functions, Filing systems, Batho Pele principles, Computer package (MS Word, Excel, Outlook, Power Point) Mail management, Skills: Good organizing skills, Interpersonal, Problem solving skills, Communication: excellent, verbal and written skills, Ability to communicate/interact with people on various levels (internal and externally), Creativity: Innovative and creative thinking ability, Ability to make decision in respect of own work.

DUTIES : Open, close, maintain and record files according to National Archive Act. Keep registers up to date. Retrieve applications from the SAMRAD System. Proper filling of Records/documents. Proper closing and archiving of closed files. Distribution and collection of files to and from officials. Ensure safe custody of official records. Control access to all files/records in registry. Receipt, opening and sorting of incoming mail and courier and recording thereof in relevant registers. Recording and dispatching of outgoing mail. Ensure that there are enough stamps to dispatch outgoing mail. Make photocopies and binding of documents.

ENQUIRIES : Ms Puja Singh Tel No: (013) 653 0500
NOTE : Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.

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.

CLOSING DATE : 25 January 2019 at 12:00
NOTE : Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. No late applications will be accepted. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. 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. Note: The National Treasury reserves the right not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 01/09 : **CHIEF DIRECTOR: INTEGRATED FINANCIAL MANAGEMENT SYSTEMS REF NO: S041/2017**

Division: Office of the Accountant-General (OAG)

Purpose: Provide strategic leadership in the management and performance monitoring and evaluation of planning, structuring and execution pertaining to performance on the Integrated Financial Management System of the National Treasury and engage internal and external stakeholders on policies and related systems requirements.

SALARY : R1 189 338 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Post graduate (NQF Level 8) qualification in Project Management/ Computer Science / ICT, 8 to 10 years' experience obtained in managing big ICT projects/ programmes or related, Knowledge and experience of managing multiple facets of project projects and programmes principles, Knowledge and experience of managing the life-cycles of projects/ programmes, Experience in public/ private sector strategy management and oversight will be advantageous, A practical demonstration and assessment of skills and knowledge will be required, Knowledge of strategic management and policy analysis, Ability to gather and analyse information for policy development and application of policies, Effective negotiator and dynamic leadership skills will be an added advantage.

DUTIES : Manage implementation of governance, standardisation and maintenance of IFMS project: Monitor the implementation of the IFMS project, Manage the project charter, key deliverable, milestones and status reports, Align IFMS project in compliance with programs and projects and standardise with IT Governance, and re-position according to strategic initiatives of National Treasury, Oversee implementation measures and enforcement of project management methodologies, Comply with ISO/CMMI recognised IT certification principles for implementation. Development and implement new technologies and best practices: Develop IT programme management based on best practices and benchmark strategy for standardisation with international trends, Conduct research on new IT trends and initiate benchmarking with recognised international institutions, Generate programme for management reports pertaining to knowledge management practice, Develop a repository for IFMS programmes and projects for utilisation in the wider business sphere. Manage risk management to reduce non-compliance: Monitor and review the development of a risk management plan and methodology, Manage and monitoring issues of threats and vulnerabilities related to the programme, Initiate the development of risk management methodologies, Implement contingency plans to curtail the severity

of certain risks factors on the project and programmes of the IFMS, Implement programmes to eliminate the re-occurrence of faulty and managerial liabilities in the system IFMS development and implementation: Monitor the development and implementation of software in line with the IT framework, Monitor the development and implementation of programmes and projects, Define project management principles for iterative software development Performance management of IFMS projects and or programmes: Manage the performance capability and maturity of the IFMS project, Prioritise the management of programmes and projects of IFMS for optimal performance, Provide project management measurement plan and frameworks, Quality assurance and audit management in compliance with Governance regulations, Prepare and adhere to audit queries and complete progress and managerial reports on projects/ programmes, Performs quality assurance and self-audits to determine level of achievement of projects/ programmes, Attend to audit queries and align concerns according for improvement.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
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 X 115, Pretoria, 0001, or hand deliver to 240 Madiba Street, Pretoria or e-mail to recruit.oag@treasury.gov.za, Please state reference number and title of position on the subject line of the email

OTHER POST

POST 01/10 : **ICT ADMINISTRATOR REF NO: S091/2018**
 Division: Corporate Services (CS)
 Purpose: Provide an ICT technical support service through resolution of incidents, acquisitions and perform maintenance and related admin of the ICT network, infrastructure and security.

SALARY : R356 289 per annum (Excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Degree/ National Diploma in Information Technology as recognised by SAQA, At least 3 years' experience as a system/ networks or Security, Knowledge of the following equipment and systems Dell Cisco, Checkpoint, SQL, Microsoft Applications – AD, Exchange, F&P Services. MS Server OS, SQL, SCOMS, SCCM, Desktop OS, communications solutions, security components, VMware, SAN, DAS, NAS.

DUTIES : ICT Technical Support Services: Resolve network, Infrastructure, and Security incidents, Provide support through resolution of incidents and collaborate requisition requirements of business, Perform maintenance assessment exercises on networks, infrastructure and security related matters Analyse and report on ICT Support Services: Analyse networks, infrastructure and security related problems and benchmark against best practices, Propose network, infrastructure and related security resolutions, Update the ICT knowledge database with identified problem and relevant solution Maintenance of ICT Infrastructure: Monitor the infrastructure and security measures continuously and report deficiencies on capacity, availability and continuity, Perform infrastructural and security related maintenance and record and report any anomalies. Acquisition and Implementation of ICT Systems: Develop ICT technical and functional specifications for implementation, Assist in the refinement and development of an integrated ICT infrastructure, applications and security systems, Assist with the implement and operationalization of ICT infrastructure and applications and security systems.

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

DEPARTMENT OF SCIENCE AND TECHNOLOGY

The Department of Science and Technology is an affirmative action employer and people with disabilities are encouraged to apply for these positions.

- APPLICATIONS** : The Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 53, CSIR Campus, Meiring Naudé Road, Brummeria.
- CLOSING DATE** : 25 January 2019
- NOTE** : Applications must be accompanied by a signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. Correspondence will be limited to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make an appointment, to withdraw, re-advertise or fill by way of transfer or deployment if in the interests of service delivery. Suitable candidates will be subjected to personnel suitability checks while confirmation of permanent appointment will be subject to the applicant receiving a positive security clearance and confirmation of the applicant's qualifications. All shortlisted candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise and the Department will communicate logistics. 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 assessment, and using the mandated DPSA SMS competency-assessment tools).

MANAGEMENT ECHELON

- POST 01/11** : **DEPUTY DIRECTOR-GENERAL: RESEARCH DEVELOPMENT AND SUPPORT REF NO: DST 1/1/2019**
- SALARY** : R1 446 378 - R1 629 348 per annum (All-inclusive remuneration package). The package includes a basic salary (70%) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate and a postgraduate qualification (NQF level 8) in Natural Science, or Engineering. Minimum of 8 years working experience at a Senior Management level within the management of science, technology and engineering. The applicants must have sound knowledge and understanding of the following: National System of Innovation (NSI), Public Finance Management Act and Treasury Regulations, Departmental policies and strategies, government priorities and policy formulation, Public Service Act and Regulations, National Research and development Strategy (NRDS), National Human Capital Development, Science and Technology Infrastructure and research environment. The incumbent should also possess extensive knowledge of a wide range of activities such as Financial Management, Project Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), People Management and Empowerment, Client Orientation & Customer focus and Communications. The incumbent must be able to work under pressure, be innovative and creative, analytic and critical thinking, and have good interpersonal relations and ability to network for the benefits of the department.
- DUTIES** : The successful candidate will be required to provide overall strategic leadership and management within the programme. Provide strategic leadership on entity oversight and reporting. The incumbent will be required to formulate, implement and manage programmes aimed at improving the supply and retention of scientists in the NSI, in alignment with relevant government imperatives. Oversee and guide performance of DST entities in implementing DST strategies on human capital development in alignment with relevant imperatives. Formulate, implement and coordinate all research and innovation infrastructure investment programmes on

behalf of the DST, including development of policy and funding instruments in alignment with relevant government imperatives. Facilitate strategic partnerships and programmes nationally, internationally to develop new research infrastructure and access to new research infrastructure. Oversee and guide performance of DST entities in implementing DST strategies on research infrastructure development in alignment with relevant government imperatives. Formulate, implement and manage programme aimed at promoting research in basic sciences across the National System of Innovation, in alignment with relevant government imperatives. Oversee and guide performance of DST entities in implementing DST strategies in support of research development, in alignment with relevant government imperatives. Promote development and strengthening of foundational disciplines in natural, human and social sciences. Oversee the development of geographic advantage and other strategic sciences as they emerge. Promote the role of public research institutions in support of geographic advantage sciences. Oversee functions of the National Indigenous Knowledge Act. Oversee functions of the Astronomy Management Authority in line with the Astronomy Geographic Advantage Act. Formulate, implement and manage science engagement programmes, in alignment with relevant government imperative. Oversee and guide performance of DST entities in implementing DST strategies on science engagement, in alignment with relevant government imperatives.

- ENQUIRIES** : Ms Rhulani Ngwenya Tel No: 012 843 6301
- POST 01/12** : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL PLANNING AND SUPPORT REF NO: DST 2/1/2019**
- SALARY** : R1 446 378 - R1 629 348 per annum (All-inclusive remuneration package). The package includes a basic salary (70%) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE REQUIREMENTS** : Pretoria
: An undergraduate and a post graduate qualification (NQF level 8) in Social Science or Business Administration. Minimum of 8 years working experience at a Senior Management level within Operations Management or Research or relevant environment. Recognizable experience in Project Management, people and resources management. The applicants must have sound knowledge and understanding of the following: National System of Innovation (NSI), government priorities and policies such as Public Finance Management Act (PFMA), Public Service Regulations Act (PSA), Public Service Regulations (PSR) and Treasury Regulations. The incumbent should also have excellent understanding of good corporate governance, government priorities, Internal Audit Activity Charter and Minimum Information Security Standards, Risk Management, Occupational Health and Safety Standards 85/1994 and National Development Plan. The incumbent should possess extensive knowledge of a wide range of activities such as Financial Management, Project Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), People Management and Empowerment, Customer Orientation and Customer focus. The incumbent should also possess the following skills; communication, negotiations, stakeholders management, problem solving and analysis. The incumbent must be able to work under pressure, be innovative and creative, analytic and critical thinking, and have good interpersonal relations and ability to network for the benefits of the department.
- DUTIES** : The successful candidate will be required to provide overall strategic leadership and management within the programme. Provide strategic leadership on entity oversight and reporting. The incumbent will be required to oversee all parliament, cabinet, cluster related activities, and advise the DG on policy implications. Manage all preparations for portfolio committees and cabinet processes. Manage the administration in the ODG and operations of EXCO, OPCO and MMM. Oversee MTEF strategic planning for both the department and its entities. Drive and oversee the implementation of the departmental strategic goals. Ensure proper coordination and integration of programmes and projects across the department. Oversee the development and implementation of communication strategies and forge partnership with the departmental stakeholders. Ensure the profiling of the department brand in collaboration with entities. Oversee the

ENQUIRIES

development of the internal audit plan and oversee the execution of internal audits within the department. Oversee the development and implementation of the risk management plan and strategy including the five-year rolling strategy based on the risk assessment of the department.
: Ms Rhulani Ngwenya Tel No: 012 843 6301

DEPARTMENT OF TRADITIONAL AFFAIRS

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

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.
- FOR ATTENTION** : Ms L Motihala
- CLOSING DATE** : 25 January 2019
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications (certification should not be more than six (6) months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified ID and copies of qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

- POST 01/13** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2019/01**
(12 months contract)
- SALARY** : R697 011 per annum (All-inclusive remuneration package). 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** : An appropriate Bachelor's degree or equivalent qualification in Internal Auditing plus 3-5 years' experience in an Internal Auditing environment. Supervisory experience. Generic competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and communication. Technical competencies: Operational and performance audits, Risk management and auditing practices, The Public Finance Management Act, Corporate governance, Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Manage and implement operational strategic plans, policies and procedures and internal audit methodology. Perform and manage the audits to ensure that professional standards are maintained in the planning, execution, reporting and monitoring. Manage and prepare draft audit reports and discuss value-adding recommendations with relevant management. Review the main audit findings on the Department and effect corrective action. Examine, evaluate and improve the systems of control and risk management process.

ENQUIRIES

: Mr JJ Appel Tel No: (012) 334 4974

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

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

- APPLICATIONS** : All applications must be forwarded to: Private Bag x02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Gielie Joubert Street, Glen
- FOR ATTENTION** : Ms S Hlekiso Tel No: 051 - 8618736
- CLOSING DATE** : 25 January 2019
- NOTE** : Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. 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 if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (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. All shortlisted candidates for SMS posts 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.

MANAGEMENT ECHELON

- POST 01/14** : **SNR MANAGER: LEJWELEPUTSWA DISTRICT REF NO: SM/1 (X1 POST)**
- SALARY** : R1 005 063 per annum (Level 13) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE** : Lejweleputswa District: Welkom
- REQUIREMENTS** : An appropriate B-degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the field of Agriculture. 5 years of experience at a middle / senior managerial level. Valid driver's license (code B). Recommendations: Advanced Project Management skills. Proven Strategic Management & Leadership Skills. Advanced communication / presentation skills. Advanced People Management -, Change Management - and Financial Management skills.
- DUTIES** : Manage and implement all Agricultural Extension and Development Services in the District through the relevant Departmental Local Municipality Managers in order to ensure improved service delivery to the benefits of all clients of the Department. Manage and implement the District Soil Conservation Services, in

accordance with the relevant legislation through the Control Engineering Technician to ensure compliance to national programmes. Manage and implement the Food Security Programme in the District in accordance with the relevant frameworks through the Food Security Officer to ensure compliance with the relevant strategies and policies. Manage the Support Services in the District, i.e. Economic Services, Research, Engineering Services and Administrative Support Services to ensure efficient and effective service delivery. Provide inputs to provincial policies on all aspects relating to District service delivery and ensure implementation of all policies which will enable the Department to fulfil its role in delivering a service in line with the strategic plan to communities / clients. Ensure partnership and coordination with relevant role players to enhance service delivery. Advise the General Manager: District Services on all matters relating to Agricultural Extension and Development in the District in order to ensure informed decision making and forward planning. Plan, manage & co-ordinate all resources (e.g. human, finance, equipment, etc.) of the District to ensure effective and efficient utilization of resources. Participate on management level in strategic and operational planning for the District in order to ensure that goals and objectives are reasonable and attainable, and that reporting against the Strategic Plan takes place.

ENQUIRIES : Dr T J Masiteng Tel No: 051-861 8423

OTHER POST

POST 01/15 : **MANAGER: EXTENSION REF NO: MEXT/2 (X1 POST)**

SALARY : R697 011 per annum (Level 11) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE REQUIREMENTS : Glen: Farmer Support
: Appropriate 4 year Agricultural Degree (NQF 7). Compulsory registration (or proof of application) with SACNASP or any other professional body. Valid driver's license (code B). 6 years appropriate experience. Recommendations: Advanced computer skills. Advanced communication / presentation skills. Knowledge of extension methodology, project planning and management (project management skills).

DUTIES : Coordinate, facilitate and ensure compliance with implementing of ERP Programme. Develop and implement capacity building programmes for extension staff. Facilitate grant support for agricultural development projects. Develop implementation plans and guidelines. Monitor and support smart pen users to ensure effective and efficient use of equipment and system. Monitor and manage implementation of AIMS. Perform all administrative and related functions: i.e. Give inputs towards policies, Keep abreast of latest national and international quality developments, prescripts, policies and procedures. Compile and submit relevant reports as required. Comply with Public Service prescripts and Departmental policies. Ensure customer satisfaction. Provide inputs into budget planning process. Manage resources (human, finance, assets, etc).

ENQUIRIES : Dr T J Masiteng Tel No: 051-861 8423

**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.

OTHER POSTS

- POST 01/16** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1- NEONATES REF NO: GS 76/18**
Component: Paediatrics
- SALARY** : R1 643 352 per annum (All- inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form annually.
- CENTRE** : Greys Hospital, PMB Metropolitan Hospitals Complex (including Greys, Edendale and Northdale Hospital)
- REQUIREMENTS** : MBCHB OR equivalent qualification Plus FC Paeds (SA) OR equivalent Plus Subspecialty Certificate in Neonatology Plus Current Registration with Health Professions Council of South Africa as a Neonatologist PLUS 3 years experience working as a Neonatologist after the time when applicant became registerable with HPCSA. Recommendation: Prior experience in the public service will be an advantage. Knowledge, Skills, Training and Competency Required: Human resource management; Program planning, implementation and evaluation, Information management; Quality assurance programmes. Specialist medical knowledge, skills & competence in paediatrics and child health. Sub-specialist medical knowledge, skills & competence in neonatology. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology, research and statistics. Medical education training and experience (an advantage). Research publications, research knowledge, skills & competence (an advantage).
- DUTIES** : Key Performance Areas: (Will cover clinical skills, performance, training, research and supervision & support). (Will cover clinical skills, performance, training, research and supervision & support). The administration and management of neonatal services and neonatal team in Grey's Hospital. Participate in the provision of clinical neonatal services as part of a team in Pietermaritzburg Metropolitan Hospitals Complex. Participate in after-hours specialist cover in Pietermaritzburg Metropolitan Hospitals Complex. Participate in specialist neonatal and multi-disciplinary clinics. Facilitate the development of neonatal services in all hospitals in the Pietermaritzburg catchment area. Participate in the departmental Outreach program for the development, delivery, supervision and support of paediatric and neonatal services in the Pietermaritzburg catchment area. Ensure appropriate standards of care and oversee quality improvement programmes within the department. Participate in the training and development of undergraduate, vocational and postgraduate students and staff in Pietermaritzburg and its catchment area. Join the University of Kwazulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Participate in the departmental academic and training programme/s, Assist with the administration of a component of the paediatric department in Pietermaritzburg. Undertake appropriate clinical research and support the research efforts of junior staff.
- ENQUIRIES** : Dr ME Morgan / Mrs K Moses Tel No: (033) 897 3264
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 74/18. 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** : 25 January 2019
- POST 01/17** : **MEDICAL OFFICER GRADE 1 REF NO: MURCH 13/2018 (X3 POSTS)**
- SALARY** : Grade 1: R780 612 per annum (All-inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 22% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital
: Senior Certificate PLUS, Appropriate qualification in Health Science-MBCHB PLUS, Current registration with HPCSA as a Medical Practitioner OR, 1 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. Certificate of service endorsed by your Human Resources. Verification of experience Pre Screening endorsed by your Human resources. Qualified applicants will be liable for the performance of commuted overtime as per the roster. Knowledge, Skills and Competencies: Ability to diagnose and manage common medical and surgical / orthopaedic problems including in the major clinical disciplines. Obstetrics and sound general and regional anaesthetics. Departmental knowledge of grievance and disciplinary procedures. Knowledge of public service regulations of 2016 and health related legislations. Sound medical ethics and Batho Pele principles. Good communication and problem solving skills.
- DUTIES** : Provide primary health care oriented services inclusive of preventive measures, treatment and rehabilitation. Adherence to essential medical list and rational antibiotic use. Ensure effective use of all resources within the clinical field. Provide outreach services to feeder primary health care clinics. Participate in community health care programmes. Assist evaluation of existing standards and effectiveness of health care. Performance of commuted overtime based on operational requirements.
- ENQUIRIES APPLICATIONS** : Dr T Mohlamonyane Tel No: 039-6877311 ext 106
: all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/VAC/GTWAY 9/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim

is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 25 January 2019
- POST 01/18** : **CHIEF RADIOGRAPHER: ONCOLOGY REF NO: GS 75/18 (X1 POST)**
Component – Radiation Oncology Department
- SALARY** : Grade 1: R440 982 per annum
Grade 2: R504 219 per annum
Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
Senior certificate / Grade 12. National Diploma / Degree in Radiotherapy. Current registration with Health Professions Council of South Africa as Independent Practice Therapy. A minimum of three years (3) appropriate experience in the relevant profession after registration with the HPCSA. Knowledge, Skills and Experience: Sound knowledge of radiotherapy treatment planning and treatment delivery procedures. **Grade 2:** 11 years appropriate experience after registration with HPCSA as Independent Practice Therapy. Knowledge of radiation equipment, protection and quality assurance programs. Ability to plan and organize resources. Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy would be an added advantage. Good communication and patient care skills. Knowledge of radiation control and safety measures. Knowledge of Oncology procedures, equipment and protocols. Supervisory and training skills.
- DUTIES** : Key Performance Areas: Supervise and undertake all areas of basic and advanced radiation treatment planning. Supervise and accurately interpret planning directives and deliver radiation to the patient. Operate and care for all major equipment and accessories in the department. Maintain patient care quality and standards for the division. Undertake administrative duties related to the management of the division. Provide holistic physical and psychological support for patient and family. Ensure accurate record keeping of radiation treatment planning and delivery function within a quality management system. Training of Radiotherapists and students. Perform Employee Performance Management Development Assessments for junior professional and support staff.
- ENQUIRIES APPLICATIONS** : Mrs. M Mbhele Tel No: (033) 897- 3222/ 3415
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 74/18. 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** : 25 January 2019

POST 01/19 : **OPERATIONAL MANAGER REF NO: SAH 16/2018 (X1 POST)**
(3 Year Contract)
Branch: ST Andrews Hospital ARV Clinic: HAST Programme
Re- Advertisement

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

CENTRE : ST Andrews Hospital

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

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

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

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

FOR ATTENTION : Human Resource Manager

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

CLOSING DATE : 25 January 2019

POST 01/20 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (QUALITY ASSURANCE) REF NO: KCD 04/2018**

SALARY : R420 318 per annum plus benefits 13th cheque, medical aid (optional) and housing allowance (employee must meet prescribed conditions)

CENTRE : King Cetshwayo District Office

REQUIREMENTS : Grade 12 or (Senior certificate). Diploma / Degree or equivalent qualification in nursing PLUS Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing. Current registration with SANC (2018 SANC receipt). Valid driving licence. Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven

initiative, decisiveness and to acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES : Key Performance Areas: Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established; that these have quality improvement projects and that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

ENQUIRIES : Mrs IF Mkhize Tel No: 035-787 6204
APPLICATIONS : All applications should be posted to: The District Director, King Cetshwayo Health District Office, Private Bag X20034, Empangeni, 3880

FOR ATTENTION : Mr S.D Mzimela
NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver's Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. NB: Employment equity target for this post is African male.

CLOSING DATE : 25 January 2019

POST 01/21 : **PROFESSIONAL NURSE SPECIALTY (GYNAECOLOGY) REF NO: PN SPEC 16/2018 MATERNITY(X1 POST) AND REF NO: PN SPEC 17/ 2018 (X1 POST)**

SALARY : Grade 1: R362 559 – R420 318 per annum

Grade 2: R445 917 – R548 436 per annum

Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
: Senior certificate (Grade 12). Degree/Diploma in General Nursing and Advance Midwifery. Registration with South African Nursing Council as a General Nurse. Diploma in advanced midwifery and neonatal science, with duration of at least 1 year, accredited with the South African Nursing Council. Professional Nurse **Grade 1:** Minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing and Advance Midwifery). **Grade 2:** Minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing and Advance Midwifery. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post basic qualification in advanced midwifery and neonatal science, NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Recommendation: At least one year experience in medical and surgical termination of pregnancy provision after attaining CTOP training. Knowledge, Skills, Training and Competencies Required: Knowledge of public services acts, regulations and policies. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Knowledge of Choice on Termination of Pregnancy Acts and guidelines. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with client/patients, supervisors and other clinicians, including report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care. Work effectively co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating. Knowledge of saving mothers 2014-2016. Knowledge of National Contraception clinical guidelines and schedule drug control book. Knowledge and experience in implementation of Batho Pele principles, patients right charter and code of conduct. Knowledge on SANC rules and regulations. Proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

DUTIES

: Assist with the reduction of maternal and neonatal mortality and morbidity rates. Improve maternal and child health by initiating all the relevant programmes. Enhance the Saving Mothers programme. Decrease maternal deaths by providing medical and surgical termination of pregnancy. Oversee and co-ordinate the integration of MCWH. Work as a team leader and oversee the maternity department in the absence of the Operational Manager or when the need arises. Implement a comprehensive nursing care plan/program for the promotion of health, self-care treatment and rehabilitation of patients. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Participate in health promotion and illness prevention initiatives. Maintain a plan to improve the quality of nursing and health care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. To assist in Employee Performance Management Developments System (EPMDS) of staff and implement Employee Assistance Program.

**ENQUIRIES
APPLICATIONS**

: Nursing Manager: Dr FN Dube Tel No: 035-4734500
: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION

: Mrs GZ Dube: Human Resource Manager

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 25 January 2019

POST 01/22 : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: MURCHGTWAY 09/2018 (X1 POST)**
3 Year Contract

SALARY : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance

CENTRE : Murchison Hospital – Gateway PHC

REQUIREMENTS : Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies

DUTIES : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff

		regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.
<u>ENQUIRIES</u>	:	Mr TM Mkhize Tel No: 039-6877311 ext 130
<u>APPLICATIONS</u>	:	all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/VAC/GTWAY 9/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	25 January 2019
<u>POST 01/23</u>	:	<u>CLINICAL NURSE PRACTITIONER: PHC (GRADE 1 OR GRADE 2) REF NO: APP/08/2018</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum Grade 2: R445 917 – R548 436 per annum Benefits: 13th Cheque, Medical Aid (Optional) And 8% Rural Allowance.
<u>CENTRE</u>	:	Mobile Clinic under Appelsbosch Hospital
<u>REQUIREMENTS</u>	:	Grade 12 qualification. Diploma /Degree in General Nursing & midwifery. Proof of registration with SANC as general Nurse and Primary Health Care Nurse. One year post basic qualification in Primary Health Care. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Recommendation: Valid driver's licence Code 8 or 10. Knowledge, Skills, Training and Competencies Required: Leadership, organizational, decision-making. Demonstrate understanding of nursing legislation and related legal and ethical nursing practices: Good verbal, writing and communication skills. Facilitation and coordination skills. Problem solving skills. Ability to plan, organize and manage conflicts. Extensive knowledge of National and Provincial HIV related protocols/ Policies and guidelines. Ability to lead a team and to interact effectively with communication structures.
<u>DUTIES</u>	:	Provision of an integrated quality and comprehensive primary health care services by monitoring health, prevention of diseases, curative and rehabilitative services to the clients and community. Maintain intersectoral collaboration with other government structures. Provide PICT and adherence counselling to all clients. Provide primary prevention strategies and management of communicable and non-communicable diseases. Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care. Provision of good quality care according to ideal Clinic realization and

maintenance (ICRM) and National Core Standards (NCS). Manage and monitor proper utilization of human, financial, physical and material resources. Ensure the availability of medication, essential equipment, supplies and proper utilization thereof. Monitor and evaluate HR performance through EPMDS for all relevant staff. Ensure data management is implemented and monitored. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles.

ENQUIRIES : Mr. M.Zele Tel No: (032) 2948000 ext. 261
APPLICATIONS : The Chief Executive Officer, Appelsbosch Hospital P/Bag x 215, Ozwathini, 3242
FOR ATTENTION : Human Resource Manager
NOTE : Equity Target: African Male
CLOSING DATE : 25 January 2019

POST 01/24 : **DIAGNOSTIC RADIOGRAPHER REF NO: GS 74/18 (X1 POST)**

Component – Radiology Department

SALARY : Grade 1: R300 828 per annum
Grade 2: R379 980 per annum
Grade 3: R415 482 per annum
Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements

CENTRE : Greys Hospital, Pietermaritzburg
REQUIREMENTS : National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy of current registration with HPCSA for 2018/2019 as a Diagnostic Radiographer (Independent Practice OR Public Service Community Service (Diagnostic) 2018/2019. Certificates of service to be attached as proof of experience. **Grade 1:** None after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** Minimum of 10 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven years experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Minimum of 20 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, skills and experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control regulations and safety measures. Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate. Computer Literacy.

DUTIES : Key Performance Areas: Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, in-service training and National Core Standards. Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

ENQUIRIES : Mrs D Wood Tel No: 033-897 3208
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
FOR ATTENTION : Mrs. M. Chandulal

- NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 74/18. 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** : 25 January 2019
- POST 01/25** : **RADIOGRAPHER GRADE 1 REF NO: MURCH 12/2018 (X1 POST)**
- SALARY** : R300 828 per annum. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12, Degree / National Diploma in Radiography, Original Registration with Health professional Council of South Africa (HPCSA). Proof of current registration with the health Professions Council of South Africa as a Diagnostic Radiographer. Current registration with HPCSA receipt 2018. Requires 01 year relevant experience after registration as a Radiographer 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, Skills and Competencies: Sound knowledge of diagnostic radiographic procedure and equipment. Sound knowledge of radiation control and safety. Sound knowledge of diagnostic radiography procedures and protocols. Knowledge of relevant Health and Safety Policies, Regulations and Acts. Good communication and interpersonal skills. Good interpersonal relations and ability to perform well within a team.
- DUTIES** : Provide high quality diagnostic radiography services. Execute all clinical procedures competency to prevent complications. Inspect and utilize equipment professionally to ensure that they comply with the safety standards. Participate in 24 hour roster system which includes standby duties at nights, weekends and public holidays. Promote good health practices and ensure optimal patient care. Promote Batho Pele principles in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Perform Quality Assurance tests and procedures as agreed in the department. Participate in departmental policies and procedures development. Contribute to overall process of the department. Participate in continued skill development programs. Perform Employee Performance Management and Development (EPMDS) of junior staff as required. Perform duties as allocated by the Chief Radiographer.
- ENQUIRIES** : Mrs T Tsatsimpe Tel No: 039-6877311 ext 257
- APPLICATIONS** : all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/VAC/GTWAY 9/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications

by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	25 January 2019
<u>POST 01/26</u>	:	<u>SESSIONAL MEDICAL OFFICERS OBSTETRICS & GYNAECOLOGY GRADE 1/2/3 REF NO: NDH 55/2018</u> Cluster: Obstetrics and Gynaecology Unit
<u>SALARY</u>	:	01 X 16 Hours and 01 X 20 Hours Grade 1: R19 552.00 P/A per session Grade 2: R22 360.00 P/A per session Grade 3: R25 896.00 P/A per session
<u>CENTRE REQUIREMENTS</u>	:	Northdale Hospital Grade 1: Matric certificate or equivalent, MBCHB degree or equivalent qualification plus, Post Community service, Registration Certificate with HPCSA as an Independent Practice, Current registration with Health Professions Council of SA as a Medical Practitioner for Independent Practice. Grade 2: Matric certificate or equivalent, MBCHB degree or equivalent qualification plus, Registration Certificate with HPCSA as an Independent Practice, Current registration with Health Professions Council of SA as a Medical Practitioner, 5 years experience after registration with HPCSA as a Medical Practitioner for Independent Practice. Grade 3: Matric certificate or equivalent, MBCHB degree or equivalent qualification plus, Registration Certificate with HPCSA as an Independent Practice, Current registration with Health Professions Council of SA as a Medical Practitioner, 10 years experience after registration with HPCSA as a Medical Practitioner for Independent Practice. Recommendations: Diploma, Experience or Postgraduate training in Obstetrics & Gynaecology will be an added advantage. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Sound knowledge of general medicine and in the discipline of Obstetrics and Gynaecology, Ability to deal with medical and obstetrical/gynaecology emergencies, Sound knowledge of the PMTCT programme as determined by the 2015 national guidelines and policies, Sound knowledge of medical ethics, Sound knowledge of legislation relating to the practice of Obstetrics and Gynaecology in South African, such as the Health Act, the Choice of Termination of Pregnancy Act, the Children's Act etc. Ability to perform termination of pregnancy will be an added advantage. Good communication, team building and motivation skills, Basic computer literacy.
<u>DUTIES</u>	:	To provide holistic medical care to patients seeking medical attention at the institutions. To be able to assess, manage and follow up patients according to departmental policies. To ensure the provision of safe, ethical and high quality medical care. To be able to contribute to the realization of the departmental strategic goals. Manage medical and obstetrical/gynaecological emergencies. To participate in after-hours medical service as per call roster, this is essential. To participate in Monitoring & Evaluation programme with relation to patient care delivery. Assist with the supervision and support of junior medical officers, CSOs and medical interns. Provide Outreach assistance as may be required under the supervision of the Metropolitan Head of Obstetrics and Gynaecology. Impart surgical skills to Medical Officers and interns in the Department. Accept responsibility for continuous professional development to keep up to date with new

developments in the field of Obstetrics and Gynaecology Participate in the departmental academic programmes, perinatal mortality and morbidity review meetings, and any other meetings.

ENQUIRIES
APPLICATIONS

: Dr Mag Molla Tel No: 033 387 9000 Ext 9014
: All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION
NOTE

: Dr MAG Molla
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

: 25 January 2019

PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department's Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

- APPLICATIONS** : Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700, Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.
- CLOSING DATE** : 01 February 2019
- NOTE** : All costs associated with an application will be borne by the applicant. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, original certified copies of qualifications and ID with its certification being NOT older than three (3) months. An original certified copy of a valid driver's license should be submitted if an advertisement states that a valid driver's license is required should an advertisement states that a valid driver's license is required. Failure to submit the requested documents will result in the application not being considered. Applicants in possession of a foreign qualification must furnish this Department with the SAQA evaluation certificate. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be considered. Candidates must comply with the minimum appointment requirements. CV's should reflect one's degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their applications reach the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of these posts will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts.

OTHER POST

<u>POST 01/27</u>	:	<u>DEPUTY DIRECTOR: MEDIA LIAISON OFFICER REF NO: C4/18/1</u> Contract appointment - linked to term of the current MEC Directorate: Office of the MEC
<u>SALARY</u>	:	R697 011 – R821 052 per annum (Level 11) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office: Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Two (2) to three (3) years appropriate experience. Computer literacy (preferably packages such as MS Excel, MS Word, Internet etc.). Ability to interpret and apply policies through analytical and innovative thinking. Strong communication skills (verbal and written). Report writing and time management skills. Strategic Management skills. Knowledge of relevant legislation. Working knowledge of the Political and Parliamentary processes in South Africa. Valid driver's license.
<u>DUTIES</u>	:	Issue media statements and press release for purpose of communicating departmental information to the public and on behalf of the Executive Authority. Monitor, analyze and pro-actively respond to reporting in the media on the portfolio of the Executive Authority. Organize press conference and invite the media to functions where the Executive Authority or the Department has public functions. Liaise with the media officials in order to keep and maintain cordial relationship between the office and the media. Respond to media enquiries. Manage the storage of speeches; update the Department's website and ensure access to relevant department information by all authorized persons and institutions. Development strategic plan on communication for the department and form part of the communication team with the department.
<u>ENQUIRIES</u>	:	Mrs Pelsers S Tel No: 015 – 293 8678

**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** : Application quoting reference number must be addressed to Mr Kagiso Motoko. Application must be posted to Department of Health North West. Private Bag X 2068, Mmabatho, 2735. Faxed and email applications will not be considered.
- CLOSING DATE** : 08 February 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 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 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 01/28** : **CHIEF ELECTRICAL ENGINEER GRADE A (X2 POSTS)**
Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovate and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.
- SALARY CENTRE REQUIREMENTS** : R991 281 – R1 133 427 per annum (All inclusive Package)
: Provincial Office
: Appropriate Bachelor's degree in Engineering. A minimum of 6 years' experience post qualification. Current proof of registration as a Professional Engineer with ECSA. A valid driver's license. Computer literate.
- DUTIES** : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of the electrical engineering installations. Undertake research.
- ENQUIRIES** : Mr J.C De Klerk, Tel No: 018 391 4117
- POST 01/29** : **CHIEF ARCHITECT GRADE A**
- SALARY CENTRE** : R854 154 – R976 635 per annum (All inclusive Package)
: Provincial Office

<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree in Architecture. Current proof of registration as a Professional Architect with SACAP. At least 6 years' experience post qualification. A valid driver's license. Computer Literate.
<u>DUTIES</u>	:	Determine and customise architectural functional & technical norms and standards. Determine architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Direct Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of Architectural inputs to the Development of the User Asset Management Plan and Project List. Manage people. Undertake research.
<u>ENQUIRIES</u>	:	Mr J.C De Klerk Tel No: 018 391 4117
<u>POST 01/30</u>	:	<u>CHIEF QUANTITY SURVEYOR (X2 POSTS)</u> Main Role: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS)
<u>SALARY</u>	:	R854 154 - R1 596 294 per annum (All inclusive Package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree in Quantity Surveying. Current proof of registration as a Professional Quantity Surveyor with SACQSP. At least 6 years' experience post qualification. A valid driver's license. Computer Literate.
<u>DUTIES</u>	:	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 Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structure and Implementing Agent(s). Manage people and budgets.
<u>ENQUIRIES</u>	:	Mr J.C De Klerk Tel No: 018 391 4117
<u>POST 01/31</u>	:	<u>POST: ELECTRICAL ENGINEER (X2 POSTS)</u> Main Role: provide electrical engineering inputs and guidance which include all aspects of innovate and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.
<u>SALARY</u>	:	R679 338 - R728 400 per annum (All inclusive Package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree in Engineering. A minimum of 3 years' experience post qualification. Current proof of registration as a Professional Engineer with ECSA. A valid driver's licence. Computer literate.
<u>DUTIES</u>	:	Develop and Maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of the electrical engineering installations. Undertake research.
<u>ENQUIRIES</u>	:	Mr J.C De Klerk Tel No: 018 391 4117
<u>POST 01/32</u>	:	<u>DEPUTY DIRECTOR: HEALTH FACILITY PLANNER</u> Main Role: To provide health planning support and expert health design guidance for the preparation of Business Cases and Project Strategic Briefs.
<u>SALARY</u>	:	R697 011 – R821 052 per annum (All inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's degree in Health Sciences. 3-5 years appropriate experience in health planning from an infrastructure perspective post qualification.
<u>DUTIES</u>	:	Prepare Strategic Project Briefs for Capital and Maintenance projects. Assist with preparation and review of Business Case in consultation with Health Facilities.

Support built environment staff and end users with the development of skills to prepare business cases. Provide health specific inputs to infrastructure Plans, Norms and Standards. Make inputs from a health perspective to all Capital and maintenance projects.

ENQUIRIES : Mr J.C De Klerk Tel No: 018 391 4117

POST 01/33 : **CIVIL/STRUCTURAL ENGINEER**
Main Role: To provide civil/structural engineering inputs and guidance which include all aspects of innovate and complex engineering applications for the development of infrastructure strategies, policies, projects functional/technical norms, and standards to the Provincial Infrastructure Delivery Management Systems. (IDMS)

SALARY CENTRE REQUIREMENTS : R679 338 - R728 400 per annum (All Inclusive Package)
: Provincial Office

DUTIES : Appropriate Bachelor's degree in Engineering. Current proof of registration as a Professional Engineer with ECSA (Civil/Structural Engineer). A minimum of 3 years 'experience post qualification. A valid driver's licence. Computer Literate.
Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile civil/structural briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate civil/structural engineering installations and oversee commissioning of engineering installations. Make inputs to the preparation of the User Asset Management Plan. Undertake research

ENQUIRIES : Mr J.C De Klerk Tel No: 018 391 4117

POST 01/34 : **ARCHITECT (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R585 366 – R630 597 per annum (All inclusive Package)
: Provincial Office

DUTIES : Appropriate Bachelor's degree in Architecture. Current proof of registration as a Professional Architect with SACAP. At least 3 years' experience post qualification. A valid driver's licence. Computer Literate.
Determine and customise architectural functional & technical norms and standards. Determine architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Direct Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of Architectural inputs to the Development of the User Asset Management Plan and Project List. Manage people. Undertake research.

ENQUIRIES : Mr J.C De Klerk Tel No: 018 391 4117

POST 01/35 : **QUANTITY SURVEYOR (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R585 366 – R630 597 per annum (All inclusive Package)
: Provincial Office

DUTIES : Appropriate Bachelor's degree in Quantity Surveying. Current proof of registration as a Professional Quantity Surveyor with SACQSP. At least 3 years' experience post qualification. A valid driver's license. Computer Literate.
Customise quantity surveying and cost norms/standards for all schools. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project lists and Budgets. Undertake research.

ENQUIRIES : Mr J.C De Klerk Tel No: 018 391 4117

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

CLOSING DATE : 28 January 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 01/36 : **SCIENTIST (PRODUCTION LEVEL): SOIL PLANT WATER INTERACTION REF NO: AGR 2018-72**

SALARY : Grade A: R585 366 - R630 597
 Grade B: R669 300 - R717 636
 Grade C: R758 241 - R893 175
 (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
 : Science Degree (Bsc) (Hon) or BSc Agriculture or relevant qualification in Soil Science as recognised by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory registration with the SACNASP as a professional Natural Scientist in Agricultural Science/Soil Science; A minimum of 3 years post qualification natural scientific experience; A valid code B driving licence. Recommendations: MSc in Soil Science; Experience in the following: Soil chemistry, fertility and tillage management; Research connections with academic institutes involved in Soil Science; Proven publication record; Determination of soil potential; Working knowledge of the following: Soils in the grain producing areas of the Western Cape; Soil Biology; Crops produced in the grain producing areas of the Western Cape (wheat, barley, canola, lupin, medics, lucerne); Comprehensive knowledge of Soil Science; A proven record of participation in the scientific process as indicated by contributions at local and overseas scientific conferences, peer reviewed papers published in scientific journals and accredited conference proceedings and papers in the popular press in the research area; Research connections with academic institutions. Competencies: Knowledge of the following: Soil Science in cropping systems of the Western Cape; Planning skills that involves managing complex soil science trials with cropping systems as well as the large data sets involved; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy in MS Office (Word, Excel and PowerPoint); Proven record of participation in the scientific process.

DUTIES : Participate with problem identification, problem definition and the prioritisation of research needs in soil fertility and soil management in accordance with the departmental strategic plan to ensure relevant and applicable research is conducted; Conduct scientifically accountable, innovative and advanced research trials to ensure that cutting edge research is conducted an information source is available for Sustainable Agricultural practices; Conduct or coordinate statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries; Perform all administrative and related functions which include but not limited to compiling reports as required and providing inputs and proposals to functional policies; Keep abreast with all applicable prescripts, policies, procedures, technologies and new developments.

ENQUIRIES : Ms A Swanepoel at (021) 808 5320
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

<u>POST 01/37</u>	:	<u>LECTURER: AGRONOMY (SMALL GRAINS AND PASTURE PRODUCTION) REF NO: AGR 2018-73</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	A 4-year B. Agric-degree or equivalent qualification in Agronomy or related agricultural field with specialisation in grain production; A minimum of 3 years appropriate experience. Recommendation: A valid (Code B) driving licence. Competencies: Knowledge of the following: Grain production practices; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office); Leadership, planning and organising skills; High level of assertiveness and professionalism.
<u>DUTIES</u>	:	Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessments of students; Student consultation and support; Non-curricular activities.
<u>ENQUIRIES</u>	:	Ms B Abrahams at (021) 808 5480
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 01/38</u>	:	<u>PERSONAL ASSISTANT: RURAL DEVELOPMENT REF NO: AGR 2018-74</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management; A valid (Code B) driving licence. Competencies: Knowledge of Financial Management and understanding of regulations/policies/prescripts and procedures; Procurement processes; Understanding of functioning, systems and processes of government; Good interpersonal skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Tech savvy); Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager; Managing the diary and organising meetings and appointments, often controlling access to the manager; Typing, compiling and preparing reports, presentations, correspondence and other administrative duties; Managing databases and filing systems; Booking and arranging travel, transport and accommodation; Supports the manager with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood .
<u>ENQUIRIES</u>	:	Ms M Tilling at (021) 808 7720
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<u>POST 01/39</u>	:	<u>HANDYMAN: FARM SERVICES (OUTENIEKWA) REF NO: AGR 2018-75</u>
<u>SALARY</u>	:	R115 437 per annum (Level 03)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	ABET Level 4; A Minimum of 6 months' appropriate experience; A valid code B driving licence. Recommendation: Trade certificate/qualification. Competencies: Knowledge of the following: General farm work/activities; General farm infrastructure development and maintenance activities; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Infrastructure development; Infrastructure maintenance; General farm work/activities; Assist with research projects.
<u>ENQUIRIES</u>	:	Mr H Gerber at (044) 803 3727
<u>APPLICATIONS</u>	:	Hand delivery is only available during office hours Monday to Friday from 08:00 am to 17:00 pm. If you want to hand deliver the application, please use the

following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536.

NOTE : Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.

DEPARTMENT OF COMMUNITY SAFETY

CLOSING DATE : 28 January 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 01/40 : **ASSISTANT DIRECTOR: INVESTIGATOR (COMPLAINTS CENTRE) REF NO: CS 2018-37**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 5 years' relevant investigation experience of which 1 year must be on a supervisory level; A valid code B driving licence. Recommendations: Investigative and supervisory experience; The ability to promote a professional work ethic. Competencies: Knowledge of the following: Constitution, Western Cape Community Safety Act, South African Police Act; Legal processes and administration; Criminal procedures; Protocol regarding hearing; Human Resources Management Legislation, Policies and procedures; Development of Operational Plans; Public Service Legislation and procedures; Government Protocols; Research and investigative skills; Ability to draft complex documentation; Conflict resolution; Strong conceptual and formulation skills; Leadership abilities; Team building and strong inter-personal skills; Excellent Communication (written and verbal) skills in preferably all three official languages of the Western Cape; Outstanding planning, organizing and people management skills; Presentation and proven computer literacy skills.

DUTIES : Oversee the investigation of complaints regarding inefficiencies of the police (SAPS and the municipal police services) or a breakdown in relations between police and communities; Involved in high level and more complex investigations; Assign cases to internal investigators or Legal Interns; Mentor the legal interns; Compile comprehensive and factual reports which include appropriate findings and recommendations; Compile notice to publish investigations as published in the Provincial Gazette and receive presentations in this regard; Gather evidence (eg. Affidavits, witness statements); Perform investigations; Consult/liaise with various role-players; Update case files and the Case-Flow Management System; Maintain stakeholder relations with role-players; Supervise the performance and discipline of staff; Case-flow management and leave management.

ENQUIRIES : Ms N Arabi at (021) 483 0669

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 01/41** : **INVESTIGATING OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 2018-38 (2 POSTS)**
12 Month Contract Period
- SALARY** : R299 709 per annum, plus 37% in lieu of benefits (Level 08)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3 year National Diploma/ B-Degree (or equivalent qualification); A minimum of 1 year relevant investigation or related experience. Competencies: Knowledge of the following: Legal administration and processes; Relevant legislation; Protocol re hearings; Western Cape Community Safety Act; South African Police Act and the Constitutional; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Client care skills; Proven computer literacy; Conflict resolution skills; Leadership skills; Interpersonal skills; Problem solving skills; Report writing and presentation skills; Research and investigation skills.
- DUTIES** : Gather evidence (e.g. affidavits, witness statements); Coordinate and handle complaints; Perform investigations; Consult/Liaise with various role-players; Update case-flow management system; Report and present evidence on investigations; Maintain stakeholder relations with role-players.
- ENQUIRIES** : Mr Z Matwa at (021) 483 0669
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- POST 01/42** : **ADMINISTRATIVE OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 2018-34**
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 years' administrative experience. Recommendations: An appropriate secretarial/administration National Diploma; Complex minute-taking; Willing to travel when required. Competencies: Knowledge of the following: Public Service Legislation and procedures; Government protocol; Meeting protocol; Complex minute-taking; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to function under rapidly changing and pressurized circumstances; Administration skills; Time Management skills.
- DUTIES** : Supports the manager with administration of the budget; Provide general office support; Perform secretariat services; Perform logistical arrangements which include but not limited to date, venue, summonses, copies of documents and meeting arrangements; Compile documentation; Ensure filing of documentation (including electronic documents tracking); Manage the diary of the Ombudsman; Provide secretarial/receptionist service to the Ombudsman; Participation in outreach programmes.
- ENQUIRIES** : Mrs G Isaacs at (021) 483 0669
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- CLOSING DATE** : 28 January 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

- POST 01/43** : **DEPUTY DIRECTOR: STRATEGIC COORDINATION REF NO: DEDAT 2018-32**
- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (or equivalent qualification); A minimum of 3 years relevant management experience. Recommendations: B-Degree in Economics or Economics as a tertiary subject; Extensive knowledge of applicable strategic policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Knowledge of people Management process; Labour Relations. Competencies: Strategic capability and leadership; People Management and Empowerment; Programme and Project Management; Knowledge management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Coordinate and develop the annual and operational plans; Provide strategic support during the strategic planning process; Develop and ensure the implementation of departmental programme and project such as the Service Delivery Improvement and implementation plan to programme/project managers; Assist the Director in ensuring that departmental programmes and projects correspond with their original strategic intent and scope and provide support to the programmes on the development of strategic objectives aligned to indicators; Manage the Biz Project at departmental level; Support departmental programme/project assurance and reporting; People and Financial Management.
- ENQUIRIES** : Ms C Julies at (021) 483 9000
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

- POST 01/44** : **CLINICAL CODING TRAINER AND CAPACITY BUILDING**
(24 Months Contract)
Chief Directorate: Clinical Coding Services and Diagnosis Related Groups (DRGs)
- SALARY** : R299 709 per annum plus 37% in lieu of service benefits.
CENTRE : Head Office, Cape Town based at Tygerberg Hospital Office
REQUIREMENTS : Experience: 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). Registration with a professional council: Registration with the HPCSA or SANC. Experience: Appropriate leading organisational knowledge and experience level of coding, experience in Training and Development of Training material of at least 3 or more years in Diagnostic and Procedural coding in South Africa. Appropriate knowledge and experience of at least 1 year in Learning Management Systems (LMS) (e-Learning platform e.g. Moodle) with roles as Administrator and or Teacher and or Student. 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. Excellent presentation, facilitation and training skills and abilities. 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, PowerPoint, Outlook). Train-the-Trainer or equivalent qualification. ICD-10 Basic and Intermediate Certificates.

DUTIES : Develop (research training material), Maintain and revise training manuals, presentations, user guides, LMS. Deliver formal training to Clinical and Administrative staff to improve Clinical Coding accuracy and comprehensiveness, optimal revenue generation and management in all the Institutions of the WCG: Health (including latest Finance Instructions and system enhancements).

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 : 01 February 2019

POST 01/45 : **ADMINISTRATION CLERK: SUPPORT**
(24 Months Contract)
Directorate: Clinical Coding Training and Capacity Building

SALARY : R163 563 per annum plus 37% in lieu of service benefits.

CENTRE : Head Office, Cape Town based at Tygerberg Hospital

REQUIREMENTS : Minimum requirement: Senior Certificate (or equivalent. Experience: Knowledge and appropriate working experience in providing general administrative support and clerical services and to ensure the effective and efficient administrative operations of the Coding Services and Diagnosis Related Groups (DRGs) component. 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): Proficient knowledge of South Africa's Public Healthcare environment and able to maintain strict confidentiality in performing the duties of the sub-directorate including the ability to maintain a high level of accuracy in preparing and entering data including report writing. Intermediate computer literacy in Microsoft Office Applications (MS Word, Excel, Outlook). Excellent time management, good organisational and planning skills including ability to operate photocopying, scanner, fax and other basic office equipment. Excellent professional communication skills (verbal and written) in at least two of the three official languages of the Western Cape with all role players.

DUTIES : Provide administrative support to Clinical Coding Services and Diagnosis Related Groups (DRGs) including office administration and logistical support. Capture relevant data and perform key functions to ensure data required for DRG coding are comprehensively and accurately recorded in the designated electronic system/s. Perform basic data analysis.

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. Candidates may be subjected to a practical test.

CLOSING DATE : 01 February 2019

POST 01/46 : **GENERAL WORKER STORES**

SALARY : R96 549 per annum

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

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in pharmacy stores. Inherent requirements of the job: Ability to perform physically demanding tasks. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three languages of the Western Cape. Must be able to read and write, follow instructions, communicate with nursing staff, pharmacists and pharmacist assistants. Must be able to follow uncomplicated standard operating procedures and complete

uncomplicated forms. Ability to function independently, as well as in a multi-disciplinary team. Good interpersonal skills.

DUTIES : Key result areas/outputs: Assist with all aspects of the pharmacy stores: monthly and yearly stock-takes, including keeping the stores neat and tidy. Assists with the delivering of medicines, consumable items to the wards and sections daily. Ensure effective maintenance of cold chain for thermolabile medicines and the return of cool boxes. Effective transport of expired stock from wards, clinics, theatres or other cost centres to the pharmacy. Maintain audit trails of all deliveries and movement of stock. Assist with other general tasks, as required by the supervisor and other role players, which includes the necessary exposure with regard to the functional terrain. Handle queries regarding orders placed.

ENQUIRIES : Mr E Williams Tel No: (021) 658-5031

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.

CLOSING DATE : 01 February 2018

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 28 January 2019

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 01/47 : **DEPUTY DIRECTOR: HOUSING PROJECT APPROVAL REF NO: HS 2018-62**

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

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' appropriate middle management experience in a contract management working environment. Competencies: Knowledge of the following: National and Provincial Housing Act, National Housing Code, guidelines and other related housing policies and prescripts; Housing Amendment Act; Housing Subsidy System (HSS); Financial and Human Resources Management; Staff Performance Management System and PERMIS 4; Communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office; Managerial skills; Ability to interpret relevant public service legislation/policies/prescripts and procedures; Ability to work under pressure and meet tight deadlines.

DUTIES : Administrative and Line Management; Facilitation and management of the Department of Human Settlement's contracts/Addendums/SLA in terms of their housing delivery programmes in the Western Cape; Human Resource Management; Support services to the Director: Human Settlement Project Administration.

ENQUIRIES : Mr BN Denton at (021) 483 4012

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

POST 01/48 : **ASSISTANT DIRECTOR: GAP HOUSING REF NO: HS 2018-67**

SALARY : R356 289 per annum (Level 09)

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in development studies, property studies or related qualification. A minimum of 3

years relevant experience in an affordable housing environment. A valid code EB driving licence. Recommendations: Knowledge, working experience and understanding of the following: Applicable policies, legislation, guidelines, standards, procedures and best practice; Development of funding proposals for affordable housing; Project packaging and development of affordable housing projects; Departmental operations; Human Resource and Financial Management. Competencies: Communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Computer literacy in MS Office packages; Project management skills; Extensive planning, organising and people management skills; Good leadership skills; Ability to interpret and conceptualise information; Ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Ability to persuade, influence and handle conflict.

DUTIES : Affordable Rental Progression: Assist in the promotion and facilitation of integrated rental housing projects; Affordable Ownership Progression: Provide municipal support in terms of readiness and packaging of affordable housing ownership project; Implementation of Strategic Initiatives: Contribute and be involved in strategic planning process; Human Resource Management; Administration of Financial Processes.

ENQUIRIES : Ms K August at (021) 483 2591
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/49 : **PORTFOLIO MANAGEMENT SYSTEM ADMINISTRATOR: INFORMATION MANAGEMENT REF NO: HS 2018-71**
 (12 Month Contract Position)

SALARY : R299 709 per annum, plus 37% in lieu of benefits (Level 08)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' relevant experience in a built environment within a Project Management Office (PMO). Recommendation: Supervisory experience. Competencies: Knowledge of the following: Policies of the government of the day; Modern systems of governance and administration; Project Management Office procedures and methodologies; Information Management systems and procedures; Technical knowledge information management systems; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Proven implementation and monitoring skills; Ability to work irregular hours as required; Ability to work under pressure; Ability to liaise with personnel, general public and stakeholders/clients.

DUTIES : Administer the Portfolio Management Office System (BizProjects): Capturing and verification of project application and pipeline and registration of new projects; Assist with the development and the implementation of project management in so far as project application processes are concerned; People Management: Identify training needs, Manage performance and control workflow.

ENQUIRIES : Mr J van Wyngaardt at (021) 483 3634
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

DEPARTMENT OF LOCAL GOVERNMENT

CLOSING DATE : 28 January 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 01/50 : **DEPUTY DIRECTOR: SPECIALISED SUPPORT REF NO: LG 2018-57 (X2 POSTS)**

SALARY : R697 011 per annum (Level 11) (All inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification); A minimum of 3 years' management experience in providing legal support; A valid code B driving licence. Recommendations: LLB or a recognised 4-year legal qualification; Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in administrative or local government law. Competencies: Knowledge of the following: Local government legislation and the application thereof public sector finance; Legislation in the public sector; Applicable management systems; Monitoring and reporting procedures; Municipal finances; Policy and SOP formulation; Project Management; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Computer skills; Management skills; Analytical skills; Conflict management and Interpersonal skills; Organising and planning skills; Ability to work independently and as part of team; Ability to work under pressure; Strong work ethic.

DUTIES : Responsible for: Assessing the state of governance in dysfunctional municipalities or a particular area of governance; Managing formal interventions in municipalities in terms of section 106 of the Municipal Systems Act and section 139 of the Constitution, as well as informal interventions in municipalities; Render strategic support to the Director: Specialised Support; Manage allocated financial and human resources; Render secretarial service to the Local Government Support Group and give effect to outcomes; Responsible for synthesizing regional monitoring reports and departmental information on municipalities into an integrated analysis for specific outputs for the Department.

ENQUIRIES : Mr G Birch at (021) 483 3113
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/51 : **ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: LG 2018-47**
(1-Year Contract Position)

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); Minimum of 3 years' relevant experience; A valid code B driving licence. Recommendation: A formal recognised qualification in Communication Media, Public relations, Marketing or Advertising; Experience in the following: Development and implementation of communication strategies; Campaign development and Management; Drafting of communication products; Events Management. Competencies: Knowledge of the following: Media and stakeholder relations management; Film, Photography and design software; Municipal integrated development planning and community based participation processes; Understanding of Complaints Management Systems; Strategic management processes including strategic planning and performance management within government-including inter-sphere and cross sector planning; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape.

DUTIES : Assess the quality of communication strategies and plans in municipalities; Support municipalities in the development and implementation of effective municipal communication strategies to enhance participatory democracy; Develop and manage communication products and platforms; Facilitate the development and distribution of guidelines for municipal communication strategies and policies; Monitor and report on compliance to communication prescripts in municipalities; Effective stakeholder management; Facilitate and co-ordinate access to municipal

		communication training and capacity building for municipalities; Co-ordinate national and provincial support initiatives related to municipal communication.
<u>ENQUIRIES</u>	:	Ms R Kellies at (021) 483 4443
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/52</u>	:	<u>ASSISTANT DIRECTOR: TRAINING CO-ORDINATION REF NO: LG 2018-53</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years relevant experience. Recommendation: 4-year Degree/B Tech in Human Resource Development. Competencies: Knowledge of the following: Sound knowledge of the local government sector; Legislation and policy framework applicable to local government; Monitoring and reporting procedures; Municipal training and capacity building environment; Functioning of SETA's; Knowledge of skills development legislation and policies; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Computer skills; Management and Leadership skills; Decision making skills; Facilitation skills; Conflict management and time management skills; Interpersonal skills; Ability to work in a team and independently; Ability to work under pressure and meet deadlines; Planning and organizing skills.
<u>DUTIES</u>	:	To assist with the co-ordination of transversal training initiatives for municipalities: Assist in ensuring that all training initiatives are well coordinated and duplication is eliminated; Assist with the coordination of multi-stakeholder participation in implementing national capacity building framework: Assist with coordination and providing on-going information into the National Integrated Capacity Building Management of Information System; Assist with development and maintenance of provincial training programmes for Municipalities: Manage the undertaking of an audit of all training initiatives / programmes provided by national and provincial departments to municipalities; Manage the administrative responsibilities relating to the preparation and execution of training programmes at municipalities; Liaise with relevant stakeholders on training and development interventions for municipalities: Assist in rendering advice and assistance to municipalities on training and development related matters; Provide secretariat support for departmental training intervention meetings.
<u>ENQUIRIES</u>	:	Ms Z Mtyoko at (021) 483 3565
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/53</u>	:	<u>ASSISTANT DIRECTOR: DISASTER INSTITUTIONAL CAPACITY REF NO: LG 2018-54</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3 year tertiary qualification (National Diploma/B-Degree) in Disaster Management or related qualification ; A minimum of 3 years relevant experience in disaster management/operations or similar environment. Recommendation: 4-year Degree/B Tech in Human Resource Development. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) and related policies and guidelines; IGR Act and related policies and guidelines; Knowledge and understanding of disaster management systems and procedures as applied in all three spheres of government; Financial Management; Strategic Planning; Risk analysis skills; Crisis management skills; Organisational and project management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Training and facilitation skills; Ability to work under pressure (in emergency or disaster situations); Ability to manage / lead people; Decisiveness and the ability to work independently; Professional report writing; Proven computer literacy (MS Office).
<u>DUTIES</u>	:	Assist to co-ordinate the development and functioning of IGR Disaster Management structures in the Province: Functional and active PDMAF (Provincial Disaster Management Forum), PDMSC (Provincial Disaster Management Steering

Committee); Support Metro, District and Local Mun. DMAF (Disaster Management Advisory Forum); Assist to co-ordinate the development of Disaster Management Framework in the Province; Approved and adopted Disaster Management Framework; Review, amend and support adopting of Metro and District Disaster Management Frameworks; Assist to co-ordinate Special Events in the Province: Support and co-ordinate Special events in the planning processes; Facilitate Disaster Management contingency plans for events; Assist in managing the financial management: Comply with the PFMA; Assist in the exercise control on utilisation of all resources of the unit; Assess, manage and monitor financial risks; Development of the Disaster Management newsletter.

ENQUIRIES : Ms S Chinnian at (021) 937 6303
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/54 : **ASSISTANT DIRECTOR: DISASTER MITIGATION, DISASTER MANAGEMENT CENTRE REF NO: LG 2018-55**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Disaster Management, Risk Management, Emergency Service Fields, Geography or Town/Urban Planning; A minimum of 3 years' relevant experience. Recommendations: Knowledge of integrated development planning processes; Town/Urban Planning. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002 as amended) and related policies and guidelines; Understanding of disaster management systems and procedures as applied in all three spheres of government with the focus on disaster mitigation; Spatial, town & development planning; Municipal integrated development planning processes; Project Management; Financial and supply chain management; Strategic planning; Human Resource Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure (in emergency or disaster situations.); Ability to manage / lead people; Decisiveness; Ability to work independently.

DUTIES : Ensure developmental disaster risk reduction through the development & maintenance of the Disaster Management Chapters in the Integrated Development Plans of municipalities; Ensure the compilation & maintenance of a provincial Disaster Risk Reduction (prevention and mitigation) strategy & plan; Ensure the annual assessment of Disaster Management Chapters from the Integrated Development Plans of municipalities; Assist in the management of human resources, finances and performance management in the Sub-directorate; Support Local Government processes.

ENQUIRIES : Mr SW Carstens at (021) 937 6309
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/55 : **PERSONAL ASSISTANT: MUNICIPAL PERFORMANCE MONITORING AND SUPPORT REF NO: LG 2018-48**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management. Recommendations: Ability to work effectively in a very dynamic office; Stress tolerance; Willingness to work irregular hours; Ability to liaise with diverse people; Attention to detail. Competencies: Good interpersonal and decision-making skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Office management; Organising and planning skills; Problem solving skills; High level of reliability.

DUTIES : Provide a secretarial/ receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding

		meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.
<u>ENQUIRIES</u>	:	Ms E Barnard at (021) 483 6126
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/56</u>	:	<u>PERSONAL ASSISTANT REF NO: LG 2018-58 (X2 POSTS)</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management. Recommendations: Willingness to work irregular hours; A valid (Code B) driving licence. Competencies: Knowledge of financial management and understanding of regulations/policies/prescripts and procedures; Procurement processes; Understanding of functioning, systems and processes of government; Good interpersonal skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Tech savvy); Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephone etiquette; Accuracy and attention to detail; Customer service orientation.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager; Managing the diary and organising meetings and appointments, often controlling access to the manager; Typing, compiling and preparing reports, presentations, correspondence and other administrative duties; Managing databases and filing systems; Booking and arranging travel, transport and accommodation; Supports the manager with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms B Ohlson at (021) 483 4929 at Finance / Ms U Otto at (021) 483 4926 at Public Participation
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/57</u>	:	<u>PERSONAL ASSISTANT: INTEGRATED SERVICE DELIVERY REF NO: LG 2018-56</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Department of Local Government, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management. Recommendations: A valid (Code B) driving licence; Ability to work effectively in a very dynamic office; Willingness to work irregular hours; Ability to liaise with diverse people; Ability to work effectively in a very dynamic office; Attention to detail. Competencies: Good interpersonal and decision-making skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Customer service orientation; Organizing and planning.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the manager; Render administrative support services; Provide support to the manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms H Mbebe at (021) 483 0609
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 01/58 : **COMMUNITY DEVELOPMENT WORKER: EDEN (RIVERSDALE) REF NO: LG 2018-50**

SALARY : R196 407 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 3 years' proven experience in community development. Recommendations: Community Development Learnership Certificate; Volunteer work benefiting communities; A valid code B driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell at (021) 483 3039
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/59 : **COMMUNITY DEVELOPMENT WORKER: CENTRAL KAROO (PRINS ALBERT) REF NO: LG 2018-51**

SALARY : R196 407 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 3 years' proven experience in community development. Recommendations: Community Development Learnership Certificate; Volunteer work benefiting communities; A valid code B driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.

ENQUIRIES : Mr M Bell at (021) 483 3039
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/60 : **COMMUNITY DEVELOPMENT WORKER: CAPE WINELANDS (ROBERTSON) REF NO: LG 2018-52**

SALARY : R196 407 per annum (Level 06)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); Minimum of 3 years' proven experience in community development. Recommendations: Community Development Learnership Certificate; Volunteer work benefiting communities; A valid code B driving licence. Competencies: Knowledge of the following: Applicable policies, legislation; guidelines; standards; procedures and best practices in the public services; Composition of communities in the Western Cape and their functioning; Existing service delivery levels in the Western Cape; Proven computer

literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Inform and assist communities with access to services provided by government; Determine the needs of communities and communicate it to the relevant structures; Promote networks and enhance the activities of existing local community workers aimed at improved service delivery; Compile reports and documents on progress, issues attended to, actions taken and outcomes as required; Keep up to date with regard to all services rendered by government and the processes and mechanisms to access the services.
- ENQUIRIES** : Mr M Bell at (021) 483 3039
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

DEPARTMENT OF THE PREMIER

- CLOSING DATE** : 28 January 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

- POST 01/61** : **STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 2018-137**
- SALARY** : Grade 1, LP 7: R725 487 per annum
Grade 2, LP 8: R854 577 per annum
(OSD as prescribed)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : LLB-Degree with admission as an Advocate or Attorney; A minimum of 5 years' appropriate practical post qualification legal experience; A valid code B driving licence. Recommendations: Relevant experience in consulting with clients, drafting and vetting contracts, writing legal opinions and interpreting legislation in the public or private sector, identifying risks in business processes from a legal governance perspective; Proven experience in research methods; Computer literate. Competencies: Good working knowledge of legislation and case law relating to constitutional law, administrative law, promotion of access to information, protection of personal information, procurement law, the law of contract, interpretation of statutes and other areas of South African law applicable to the public sector; Exceptional written and verbal communication skills in at least two of the three official languages of the Western Cape; Well-developed research and legal writing skills; Innovative problem solving and analytical skills; Presentation skills.
- DUTIES** : Conduct training sessions and facilitate workshops; Peruse transversal and departmental specific legislation applicable to the Provincial Executive and provincial departments, identify legal obligations and requirements in terms of the legislation, furnish pro-active advice, inform departments of the risks involved in non-compliance with legislative provisions and make recommendations to ensure sound governance; Monitor and evaluate the implementation of legislation and court decisions to ensure that the practical implementation complies with the regulatory framework and furnish pro-active advice on legal requirements for sound and sustainable decision-making in the Western Cape Government; Ensure that all Provincial Executive and provincial departments' delegations are legally sound; Drafting of legal opinions.
- ENQUIRIES** : Ms S van Aarde at (021) 483 8433
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/62 : **DEPUTY DIRECTOR: ASSET MANAGEMENT (ICT/INVENTORY MANAGEMENT) REF NO: DOTP 2018-120**

SALARY CENTRE REQUIREMENTS : R697 011 per annum (Level 11) (All-inclusive salary package)
: Department of the Premier, Western Cape Government
: An appropriate 3-year tertiary qualification (B-Degree or higher qualification) with a minimum of 3 years' management experience in the management of assets and inventory items or similar environment. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Directives/ Instructions); Budgeting process; Human resource management function; Industry trends and best practices per commodity groups; MCS guidelines; Skills of the following: Analytical thinking; Strategic thinking; Computer literacy (MS Office); Research and presentation; Communication in at least two of the three official languages of the Western Cape.

DUTIES : Manage staff who performs the following: Develop, execute and review annual and long term ICT asset and inventory management plans; Determine accounting standards for ICT related assets; Manage the inventory store and inventory register; Conduct annual asset verification and quarterly inventory stock counts. Perform managerial tasks regarding sub-directorate: Give strategic direction to manage policy issues regarding the functions of sub directorate; Budgetary and financial tasks; Participate in development, discipline and recruitment and selection of staff; Monitor information capacity building.

ENQUIRIES APPLICATIONS : Mr R Hassiem at (021) 483 6625
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/63 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DOTP 2018-140**

SALARY CENTRE REQUIREMENTS : R697 011 per annum (Level 11) (All-inclusive salary package)
: Department of the Premier, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/ B-degree or equivalent qualification) in Human Resource Management, Industrial Psychology or Law; A minimum of 3 years' management experience within an employee relations environment; A valid code B driving licence. Recommendations: Good knowledge of Labour Law. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act, All Bargaining Council resolutions and PSC guidelines; Ability to do research, analyse, conceptualise , resolve conflict and problem solve; Excellent communication skills (written and verbal) in at least two of the three languages of the Western Cape; Computer literacy skills.

DUTIES : Perform managerial tasks with regard to the Sub-Directorate Research and Capacity Building; Provide employee relation capacity building services and advice to line managers (people managers); Do research on new development within employee relation (case law or related); Manage misconduct appeals and collective grievance processes; Responsible for priority employee relation cases (investigation and initiating at disciplinary hearings and arbitrations).

ENQUIRIES APPLICATIONS : Ms R Patel at (021) 483 5118
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/64 : **ASSISTANT DIRECTOR: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 2018-132**

SALARY CENTRE REQUIREMENTS : R356 289 per annum (Level 09)
: Department of the Premier, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (or equivalent qualification); A minimum of 3 years proven experience in a Records Management environment. Recommendations: A Records Management qualification at an accredited tertiary institution. Competencies: Knowledge of the following: Records Management and Project Management; Latest technological developments in the field of records

management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strong leadership with specific reference to the ability to display thought leadership in complex applications; Strong conceptual and formulation skills; Research skills. Proven computer literacy in MS Office packages.

DUTIES : Responsible for the People Management (HR) Registry for all 11 Corporate Service Centre (CSC), client departments: Manage the safe-keeping, storage, retrieval and disposal of all people management records for the CSC; Establish and maintain an electronic Records Management system. Management of the Archiving/disposal processes. Management of the Document Control unit at the People Management Walk-in Centre; Provide a Messenger/collections/courier service; Plan for and distribute the work allocated to the People Management Registry; Review existing, or develop, new procedures for the People Management Registry; Conduct a Risk Analysis for the Registry Functions; Maintain the Registry Risk Register; Compile and maintain approved records classification system for paper-based and electronic records; Monitor and supervise the quantity and quality of outputs delivered by the Registry; Promote innovation of services, product and service delivery in the division and identify ways to improve the divisions operations.

ENQUIRIES : Ms H Ward at (021) 483 5640
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/65 : **HR PRACTITIONER: POLICY AND PLANNING REF NO: DOTP 2018-143**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/Degree) with Industrial Psychology as a major subject or in Human Resource Management; A minimum of 3 years' relevant experience. Competencies: Knowledge of the People Management related legislation and policies: Constitution of RSA/WCG; Public Service Act and Regulation; Employment Equity Act; Labour Relations Act; Public Finance Management Act; White Paper on Transformation and Batho Pele principles; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy (MS Word, Excel, PowerPoint); Excellent writing skills.

DUTIES : Provide support in the development and maintenance of a provincial People Management/Human Resource policy service for the WCG; Render people management/ human resource policy advisory services to people professionals; Support the facilitating and coordinating of people management/ human resource related content on the intranet; Administer and maintain a people management/human resource policy related knowledge management service; Facilitate and influence the implementation of the people management related regulatory framework; Render administrative and ad-hoc support services.

ENQUIRIES : Ms L Reutener at (021) 483 8225/3809
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/66 : **PERSONAL ASSISTANT: ORGANISATION DEVELOPMENT REF NO: DOTP 2018-134**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in rendering support services to Senior Management. Recommendations: Knowledge of Industrial and Organisational Psychology. Competencies: Knowledge of financial management and understanding of regulations/policies/prescripts and procedures; Procurement processes; Understanding of functioning, systems and processes of government; Good interpersonal skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Proven computer

- literacy in MS Office (Tech savvy); Excellent organisational and time management skills; Organising and planning skills; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.
- DUTIES** : Provide a secretarial/receptionist support service to the manager; Managing the diary and organising meetings and appointments, often controlling access to the manager; Typing, compiling and preparing reports, presentations, correspondence and other administrative duties; Managing databases and filing systems; Booking and arranging travel, transport and accommodation; Supports the manager with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood .
- ENQUIRIES** : Mr J Nel at (021) 466 9701
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 01/67** : **TALENT SOURCING OFFICER REF NO: DOTP 2018-136**
 (Contract Position Ending 31 March 2020)
- SALARY** : R242 475 per annum (Level 07), plus 37% in lieu of service benefits
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Industrial Psychology or Human Resource Management; A minimum of 3 year relevant experience related to this environment; A valid code EB driving licence. Recommendations: Working knowledge of the following: Recruitment practices; Drafting adverts based on client specification and creating online questionnaires; Advising clients on requirements of adverts and impact there-of in selection & appointment processes; Creative writing skills. Competencies: Knowledge of competency based recruitment processes, inclusive of head hunting processes; Knowledge of shortlisting and selection processes; Knowledge of online recruitment; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Monitoring, evaluation, reporting and presentation skills; Ability to liaise with various stakeholders on all levels of management.
- DUTIES** : Consulting departments on the advertising of vacancies, inclusive of on-line advertising; Creating and advising on pre-selection/application questions; Facilitate selection and drafting of shortlists; Conduct competency based interviews; Maintenance of the recruitment and selection database.
- ENQUIRIES** : Mr F Gerber at (021) 483 6028
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 01/68** : **HUMAN RESOURCE CLERK: SERVICE BENEFITS REF NO: DOTP 2018-135**
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Introduction to PERSAL certificate. Competencies: Good understanding of prescripts and policies; Proven computer literacy in MS Office (Word and Excel); Good planning and organising skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines.
- DUTIES** : Administer all leave administration related functions for 11 CSC client departments including leave audits and processing of leave payments; Capturing of all types of leave applications and drafting of formal correspondence which entails but not limited to memorandums, letters and emails. Liaison with various client departments; Provide statistical information to management on a daily basis.
- ENQUIRIES** : Mr W Oliphant at (021) 483 4245
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 28 January 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

POST 01/69 : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES (VREDELUS) REF NO: DSD 2018-157**

SALARY : Grade 1: R241 908 - R280 437 per annum
Grade 2: R297 516 - R343 296 per annum
Grade 3: R362 559 – R459 294 per annum
(OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required; **Grade 2:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing; **Grade 3:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendations: A valid driving licence (Code B and higher); Previous experience in youth facility based nursing. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with, MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Mr M Bunting at (021) 931 0236
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/70 : **CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES: DE NOVO REF NO: DSD 2018-158**

SALARY : R148 065 per annum, OSD as prescribed
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification ; A valid code B driving licence. Competencies: Knowledge of the following: Developmental programmes and interventions; Children's Act and Child

		Justice Act; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Proven computer literacy; Communication (written and verbal) skills in a least two of the three official languages of the Western Cape; Report writing skills; Presentation and facilitation skills; Planning and organising.
<u>DUTIES</u>	:	Serve as a team leader for child and youth care workers during a shifts; Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identifies; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.
<u>ENQUIRIES</u>	:	Ms D Baugaard at (021) 988 1130
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/71</u>	:	<u>CHILD AND YOUTH CARE WORKER: VREDELUS PROFESSIONAL SERVICES REF NO: DSD 2018-156</u>
<u>SALARY</u>	:	Grade 1: R132 729 – R148 065 per annum Grade 2: R157 089 – R176 796 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A Grade 12 qualification (Senior Certificate or equivalent qualification) Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendations: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Have the ability to work with children in conflict with the law.
<u>DUTIES</u>	:	Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Program(s); Monitor and evaluation of developmental and recreational program(s); Referral (professional services) (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.
<u>ENQUIRIES</u>	:	Mr M Benting at (021) 931 0236
<u>APPLICATIONS</u>	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/72</u>	:	<u>GROUNDSMAN: ADMINISTRATION (VREDELUS) REF NO: DSD 2018-155</u>
<u>SALARY</u>	:	R96 549 per annum (Level 02)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read and write (Adult Basic Education and Training). Recommendations: Relevant qualification that allows for registration with the South African Council for 6 months relevant experience. Competencies: Knowledge of the following: Repairs, plumbing and welding; Basic safety precautions in handling hazardous material liquids; Maintenance, use and care of cleaning equipment; Serving clients /customers; Basic communication skills; Good teamwork skills.

- DUTIES** : Cleaning of offices and grounds; Minor maintenance of buildings; Ensure a safe and secure environment by locking up and locking away.
- ENQUIRIES** : Mr M Benting at (021) 931 0236
- APPLICATIONS** : Hand delivery is only available during office hours Monday to Friday from 08:00 am to 17:00 pm. If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536.
- NOTE** : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE** : 28 January 2019
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

- POST 01/73** : **DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME REF NO: TPW 2018-330**

- SALARY** : R697 011 per annum (Level 11) (All-inclusive salary package)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' management experience; A valid code B driving licence (Manual). Recommendations: Qualifications and experience in Monitoring and Evaluation, Expanded Public Works Programme or the Built Environment. Competencies: Knowledge of the following: All relevant departmental policies, prescripts and practices regarding Transport and Public Works; Programme/Project management; Research and planning procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Line functions and departmental structure; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Champion programme performance results-based Monitoring and Evaluation and facilitate the following: The Provincial Strategic Goals (PSGs) Results-based Monitoring and Evaluation system; The Result-based Monitoring and system for all non-PSG activities; Co-ordinate organisational outcome and impact assessments; Manage the components evaluation responsibilities as well as operational and tactical activities.

- ENQUIRIES** : Mr J Du Plessis at (021) 483 2691
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

- POST 01/74** : **ARCHITECT PRODUCTION LEVEL: HEALTH INFRASTRUCTURE REF NO: TPW 2018-333 (X5 POSTS)**

- SALARY** : Grade A: R585 366 - R630 597 per annum
Grade B: R669 300 - R717 636 per annum

		Grade C: R758 241 - R893 175 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government
	:	B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Competencies: Working knowledge of the following: Legal compliance with various acts including Occupational Health and Safety Act, National Building Regulations and its implementation via the South African National Standards; Project and programme management; Financial management principles; Computer aided applications; Research and development; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, organising and teamwork skills.
<u>DUTIES</u>	:	Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration; Human Capital Development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; and Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J. Thomas (021) 483 2004
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/75</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL PUBLIC TRANSPORT REGULATION REF NO: TPW 2018-325</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 4 years' relevant experience in Public Transport Management. Recommendations: A valid code B driving licence. Competencies: Knowledge in the following: Latest advances in public management(theory and practices); Organisation development, human capital management, institutional performance system and processes of culture change social capital development; Modern system of governance and administration; Constitutional, legal and institutional arrangements governing the South African public sector; Financial management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Assist with the management of registration of transport institutions and their members; Assist with monitoring compliance of transport institutions and their members; Assist in the management of the transport relations function; People management and empowerment; Engage with stakeholders/role-players in the public industry.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Searle at (021) 483 0271
	:	Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 01/76 : **CUSTOMER RELATIONS OFFICER: REGISTRATION AND COMPLIANCE REF NO: TPW 2018-297**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 2 years' relevant experience in administration. Recommendations: Competent in isiXhosa and one other official language of the Western Cape. Competencies: Knowledge of relevant prescripts, i.e. Road Transport Act (Act 74 of 1977); Western Cape Road Transportation Amendment law (Law 8 of 1996) inserted as section 7A dealing with the registration of Taxi Associations; National Land Transport Act 5 of 2009; Sound office administration skills; Proven computer skills (MS Word, Excel, Power Point, NLTIS, RAS, LTPS and Live link); Communication (verbal and written) in at least two of the three official languages of the Western Cape; Conflict resolution and problem solving skills; Report writing and presentation skills; Ability to work independently as well as in a team.

DUTIES : Assist with the Registration of members of the taxi Associations; Enquiries to provide an effective and efficient client service; Customer relations management; General administration duties; Data capturing.

ENQUIRIES : Ms E Searle at (021) 483 0271
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/77 : **ADMINISTRATIVE OFFICER: NATIS CLIENT SERVICES REF NO: TPW 2018-311**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 6 years' appropriate administrative experience. Recommendations: Analysis and processing of financial information; Relevant NaTIS experience; Citizen Service Orientation; A valid code B driving licence. Competencies: Knowledge of the following: National Road Traffic Act, 1996; National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act; Proven computer literacy; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape; Problem-solving and decision making skills.

DUTIES : Verification and capturing of centralized NaTIS motor vehicle registration and licensing transactions; Handle motor vehicle enquiries and applications at the Provincial Call Centre and the Provincial Walk-In Centre; Process applications for write-off of outstanding motor vehicle licence fees, refund of motor vehicle licence fees, registration of motor dealers, motor trade numbers, duplicate registration and de-registration certificate authorisations in respect of motor vehicles and the issuing of information to other government departments; Process applications for special licence numbers.

ENQUIRIES : Mr B Ellie at (021) 483 2828
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

POST 01/78 : **ADMINISTRATIVE OFFICER: LAND TRANSPORT SAFETY OPERATIONS REF NO: TPW 2018-324**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 2 years' administrative experience. Recommendations: A valid driving licence; Experience in financial administration, e.g. BAS payments, S&T claims and timeous payment of expenditure accounts. Competencies: Knowledge of the following: National Land Transport Act (NLTA); Public Finance Management Act (PFMA); Supply Chain Management; Strategic planning skills; Report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Identify and evaluate Land Transport Safety Interventions; Active participation in the initiation and implementation of Land Transport Safety Interventions; Administration and monitoring of funding agreements with municipalities to undertake Land Transport Safety Interventions; Render a high level administrative support service; Assist with site meetings, review project and cash flow plans submitted by the municipalities; Co-ordinate project meetings and related logistics; Conduct research on transport related matters and maintain databases; Ensure that document management and information management are up to date.
- ENQUIRIES APPLICATIONS** : Mr G Spannenberg at (021) 483 6925
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 01/79** : **CHIEF ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (GMT) REF NO: TPW 2018-322**
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a fully passed subject; A minimum of 3 years relevant expenditure management experience; A valid code B driving licence. Recommendations: Microsoft office working experience. Competencies: Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Planning and organisation skills; Proven computer literacy in Ms Word and Ms Excel; Numerical skills; Financial reporting skills; Problem solving skills; Analytical thinking; Ability to work under pressure and meet tight deadlines.
- DUTIES** : Human Resource Management for expenditure management section; Handle all payment and expenditure management related activities; Deal with subsistence, travel and cellular phone accounts; Responsible for the collective/re-imbursments of all petty cash related expenditure; Handle the financial aspects regarding the maintaining of the vehicle fleet account; Ensure effective document control function is maintained.
- ENQUIRIES APPLICATIONS** : Mrs K Proctor-Fourie at (021) 467 4792
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 01/80** : **CHIEF ACCOUNTING CLERK: BANKING AND CASH MANAGEMENT REF NO: TPW 2018-331**
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate with Accounting as a passed subject; 5 years working experience in cash banking and cash management or similar environment; A valid code B driving licence. Recommendation: Microsoft office working experience. Competencies: Knowledge in the following: Proven computer literacy in MS Word, MS Excel and Outlook; Financial reporting Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape Province; Numerical skills; Systematic approach.
- DUTIES** : Ensure human resource management for the banking and cash management section: Training and development, leave management and uphold sound labour relation practices; Manage financial aspects regarding maintenance of the vehicle fleet expenditure ; Ensure effective banking and cash management administration and adherence to Standard Operating Processes; Manage and monitor and control: Cash flow and collection and handling of State funds.
- ENQUIRIES APPLICATIONS** : Mrs K Proctor-Fourie at (021) 467 4792
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- POST 01/81** : **ARTISAN PRODUCTION LEVEL (MECHANIC): WINELANDS WORKSHOP REF NO: TPW 2018-326**
- SALARY** : Grade A: R179 523- R199 242 per annum
Grade B: R211 464- R234 696 per annum

		Grade C: R246 870 - R307 197 per annum (Salary will be determined as per OSD prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government Appropriate Trade Test Certificate in Diesel Mechanic; A valid code EC1 (or higher) driving licence and PDP. Competencies: Technical skills including analysis, legal compliance, computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Champion programme performance results-based Monitoring and Evaluation and facilitate the following: The Provincial Strategic Goals (PSGs) Results-based Monitoring and Evaluation system; The Result-based Monitoring and system for all non-PSG activities; Co-ordinate organisational outcome and impact assessments; Manage the components evaluation responsibilities as well as operational and tactical activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr FJ Jones at (021) 863 2020 Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
<u>POST 01/82</u>	:	<u>ROAD WORKER SUPERVISOR: OUDTSHOORN (UNIONDALE) REF NO: TPW 2018-319</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R136 800 per annum (Level 04) Department of Transport and Public Works, Western Cape Government A Grade 10 (Junior certificate or equivalent); A minimum of 3 years' relevant experience; A valid unendorsed code EC1/ EC driving licence with a professional drivers permit (PDP) is required. Competencies: Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Ability to work in a team; Communication skills; Planning and organising.
<u>DUTIES</u>	:	Supervise the maintenance and building of road; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance work and construction; Work, plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health & Safety Act; Discipline subordinates and apply proper labour relations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Plaatjies at 044 272 3699 Hand delivery is only available during office hours Monday to Friday from 08:00 am to 17:00 pm. If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536.
<u>NOTE</u>	:	Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.
<u>POST 01/83</u>	:	<u>CAMP MAINTENANCE SUPERVISOR: SPECIAL TASK TEAM (EDEN) REF NO: TPW 2018-320</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R136 800 per annum (Level 04) Department of Transport and Public Works, Western Cape Government A Grade 10 (Junior Certificate or equivalent); A minimum of 3 years' relevant experience; A valid code C1 (Code 10) driving licence with a professional driving permit (PDP). Competencies: Knowledge of the following: Carpentry, plumbing

		and paint work; Building, maintenance and repair of roads; Road Camp erection, repairing and the replacement of pre-fab buildings; Ability to work under pressure and meet deadlines; Ability to work independently and as part of a team; Communication (written and verbal) in two of the three official languages in the Western Cape.
<u>DUTIES</u>	:	Responsible for the erection, replacement and reparation to houses, stores and huts as the need arises; Transport and collect all sorts of materials and documentation from and around Oudtshoorn to outside areas/camps upon request; Responsible for the erection, repair and maintenance of road traffic signs; Support Road Specialists on an ad-hoc basis in maintaining and improving road surfaces; Supervise, discipline and provide training to team of workers; Assist in ensuring that the Oudtshoorn Road Camp is kept neat and tidy.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Plaatjies at 044 272 3699
	:	Hand delivery is only available during office hours Monday to Friday from 08:00 am to 17:00 pm. If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536.
<u>NOTE</u>	:	Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.
<u>POST 01/84</u>	:	<u>SUPERVISOR (CLEANING SERVICES): TECHNICAL SUPPORT SERVICE REF NO: TPW 2018-329</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R136 800 per annum (Level 04)
	:	Department of Transport and Public Works, Western Cape Government
	:	ABET Level 4; A minimum of 2 years' experience in cleaning services environment. Recommendations: Appropriate experience of cleaning and the use of cleaning equipment; Basic supervisory experience Competencies: Knowledge of the following: Waste control; Occupational Health and Safety Act; Relevant Labour Relations Regulations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good organisational skills.
<u>DUTIES</u>	:	Supervise and ensure discipline; Co-ordinate cleaning and tea services; Undertake regular inspections in and outside buildings; Co-ordinate recycle and waste control area; Assist the administrative officer with control and order of cleaning materials, equipment and protective clothing; Responsible for all equipment in store and on floors; Report losses and breakages to the administrative officer; Give informal training to the staff; Handle administrative functions related to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W Groenewald at (021) 483 5423
	:	Hand delivery is only available during office hours Monday to Friday from 08:00 am to 17:00 pm. If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536.
<u>NOTE</u>	:	Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.

POST 01/85 : **ROAD WORKER: ROAD NETWORK MANAGEMENT REF NO: TPW 2018-314 (X4 POSTS)**

SALARY : R96 549 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET Level 2). Recommendations: 1-year experience in road maintenance. Competencies: Working knowledge and experience in building, maintenance and reparation of roads; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team; Basic communication skills.

DUTIES : Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr M Erasmus at (023) 312 1120
APPLICATIONS : Hand delivery is only available during office hours Monday to Friday from 08:00 am to 17:00 pm. If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536.

NOTE : Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.

POST 01/86 : **ROAD WORKER: PRINCE ALBERT (BEAUFORT WEST) REF NO: TPW 2018-327 (X4 POSTS)**

SALARY : R96 549 per annum (Level 02)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET Level 2). Competencies: Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team; Basic communication skills.

DUTIES : Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr D Plaatjies at (044) 272 3699
APPLICATIONS : Hand delivery is only available during office hours Monday to Friday from 08:00 am to 17:00 pm. If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO 5496, Tyger Valley Centre Parking Area, Bellville, 7536.

NOTE : Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application

form. Applications not submitted on or before the closing date as well as faxed or emailed applications will not be considered.