PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 02 OF 2019
DATE ISSUED: 18 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.
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ANNEXURE A

DEPARTMENT OF ARTS AND CULTURE

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

APPLICATIONS

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

CLOSING DATE

01 February 2019 at 16:00

NOTE

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

MANAGEMENT ECHELON

POST 02/01

CHIEF DIRECTOR: NATIONAL ARCHIVES AND LIBRARIES REF NO: 83/2019

Branch: Heritage Promotion and Preservation

SALARY

R1 189 338 per annum (An all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State’s contribution to the Government Employees’ Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

CENTRE

Pretoria

REQUIREMENTS

The applicants must be in possession of a (NQF Level 7) qualification as recognized by SAQA in the field of Archival/Library Studies or equivalent qualification, 5 years proven experience in a senior managerial position preferably in Public Service. The following are essential requirements: Knowledge of Archives and libraries. Knowledge of records management processes and procedures. Knowledge and understanding of developing policies and procedures relevant to the archives and libraries. Knowledge of relevant legislation and prescripts that govern Archives and Libraries. Generic management competencies including strategic capability and leadership, programme and project management, people management and empowerment and financial management.

DUTIES

As Head of the Chief Directorate: National Archives and Libraries, the successful candidate will be responsible for the following: Overall strategic management and coordination of the archival and library sectors. Facilitating the formulation and
revision of policy, legislation and strategic programmes that will result in the preservation and protection of Government records. Developing and reviewing policies and strategies relevant to the Library Information Services (LIS). Management of records systems in National Government departments and provinces. Establishing mutually beneficial partnerships with institutions that promote life-long learning and the culture of reading. Transformation of Archival and Library sectors in keeping with the fourth industrial revolution. Management of LIS, community libraries and conditional grant funding. Overseeing the promotion of access to archival records. Overall management of the Chief Directorate’s human and financial capital.

ENQUIRIES

Ms N Ngcama Tel No: 012 441-3430
ANNEXURE B

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

APPLICATIONS : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom. Arcade Building 7th floor, Pretoria at the Reception.

CLOSING DATE : 01 February 2019

NOTE : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply.

NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POST

POST 02/02 : HUMAN RESOURCE PRACTITIONER REF NO: CSP/16/2018

SALARY : R242 475 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ Degree in Human Resource or equivalent qualification. 2 – 3 years’ relevant experience in human resource environment, Recruitment and Selection, Performance Management and Human Resource Administration. Knowledge of PERSAL, an introduction to PERSAL training would be an added advantage. Knowledge of Public Service Legislative Framework and Human Resources prescripts. Good Interpersonal skills, planning and organizational skills. Ability to work under pressure and perform independently. Good analytical, verbal and written communication skills and an innovative thinker. Computer literacy (Ms Word, Ms Excel and Power point).

DUTIES : Administer the implementation of Recruitment and Selection, appointments, transfers resignation and termination of services. Provide support on the administration of Performance Management and Development system. Administer Leave Management. Administer the implementation of condition of services: Housing, acting allowances, medical aid, long service, resettlement, pension and overtime on PERSAL. Human Resource administration: Maintain a record management system, maintain staff files and ensure proper filling, Completing and submission of claims to Finance and Implement amendments on Persal Establishment. Perform other HR duties delegated by the supervisor.

ENQUIRIES : Mr BK Shiphamele / Ms N Sefiti Tel No: (012) 393 4359/2500
DEPARTMENT OF COOPERATIVE GOVERNANCE

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

APPLICATIONS
Applications may be posted to URS Response Handling, P O Box 11506, Tsiernoort, 0056; submitted electronically via email: cogta31@ursonline.co.za or via fax: 086 415 5709.

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

CLOSING DATE
08 February 2019

NOTE
The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. 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 02/03
SENIOR ADMINISTRATIVE OFFICER: MUNICIPAL INFRASTRUCTURE POLICY, STAKEHOLDER AND SECTOR COLLABORATION
REF NO: 25503/01

SALARY
R299 709 per annum (Level 08)

CENTRE
Pretoria

REQUIREMENTS
A three-year Bachelor’s degree or a three year National diploma in Public Finance or equivalent qualification. A minimum of 2 to 3 years experience in Public Finance. Generic Competencies: Quality of work, reliability, initiative, communication skills, interpersonal relations, team work as well as planning and execution skills. Technical Competencies: Government key priorities and programmes such as the Municipal Infrastructure Grant (MIG) in relation to Local Government. Financial and analytical skills as well as interpretation of legislative provisions of the Division of Revenue Act.

DUTIES
The incumbent will perform the following duties: Prepare sundry payment advices in accordance with the latest payment schedule. Assist in verifying and reconciling proof of payments per Municipality with National Treasury reports. Follow up payment rejections with finance section. Ensure that all correspondence relating to fund administration to and from Municipalities are filed for audit purposes and are captured on the MIG-MIS. Collate financial progress information from the National Provincial Teams and reconcile with the reports generated from the MIG-MIS. Arrange and coordinate meetings that relate to the function of fund administration.

ENQUIRIES
Mr W Heydenreich Tel No: 012 336 5656
ANNEXURE D

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

FOR ATTENTION: Ms Lerato Ngobeni

CLOSING DATE: 04 February 2019

NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 02/04: DIRECTOR: LAW REFORM AND APPEALS REF NO: LACE05/2018

SALARY: Remuneration package of R1 005 063 per annum. (All-inclusive salary package) The all-inclusive remuneration package includes a basic salary (70% of package), State’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE: Cape Town

REQUIREMENTS: LLB degree plus a minimum of eight years post qualification experience in the legal field. Minimum of five years’ experience must be at middle or senior managerial level. Good knowledge of Environmental Law, Administrative Law and legal review processes is required. Extensive experience in the drafting of legislation both primary and subordinate legislation is a requirement. The ability to budget for, plan and coordinate activities at a Senior Management level and to coordinate appeals across government departments. Good research, analytical, drafting skills, presentation and listening skills. Good language skills (English). Must be able to communicate at all levels. Must have a client focused attitude. Must have an eye for detail and an ability to supervise and guide the Directorate. Must be diplomatic and have an ability to influence, inspire and motivate people. Output driven with an ability to adhere to deadlines. Problem solving skills and an ability to continuously improve on the quality of the work produced or the effectiveness of systems and procedures.

DUTIES: Manages a Directorate that is responsible for the following: Drafting and vetting of primary and subordinate legislation; provide general legal advice and opinions on laws administered by the Department; draft media statements or respond to media or parliamentary queries; provide administrative and legal support in the receipt and processing of appeals and condonation applications; conduct research, collate and analyse information; advise and draft appeal decisions for the Minister’s consideration; compiles records of decision and provides assistance during the review of appeal decisions. Responsible for ensuring that the work produced by the Directorate is legally defensible and of good quality, and that the timelines and prescripts set by the legislation and departmental service standards are adhered
to. The Director may be required to be part of a team to negotiate international agreements relating to the ocean or Antarctica, to comment on draft international agreements or to attend international committees dealing with legal aspects in respect of specific international agreements.

ENQUIRIES
NOTE
POST 02/05
 : Linda Garlipp, Tel No: 012 399 9348
Candidates will be either required to write a test or to do a presentation.

POST 02/05
 : DIRECTOR: LAW REFORM REF NO: LACE04/2018

SALARY
 : Remuneration package of R1 005 063 per annum. (All-inclusive salary package)
The all-inclusive remuneration package includes a basic salary (70% of package), State’s contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE
 : Pretoria

REQUIREMENTS
 : LLB degree plus a minimum of eight years post qualification experience in the legal field. Minimum of five years’ experience must be at middle or senior managerial level. Good knowledge of Environmental Law, Administrative Law and legal review processes is required. Extensive experience in the drafting of legislation both primary and subordinate legislation is a requirement. The ability to budget for, plan and coordinate activities at a Senior Management level and to coordinate appeals across government departments. Good research, analytical, drafting skills, presentation and listening skills. Good language skills (English). Must be able to communicate at all levels. Must have a client focused attitude. Must have an eye for detail and an ability to supervise and guide the Directorate. Must be diplomatic and have an ability to influence, inspire and motivate people. Output driven with an ability to adhere to deadlines. Problem solving skills and an ability to continuously improve on the quality of the work produced or the effectiveness of systems and procedures.

DUTIES
 : Manages a Directorate that is responsible for the following: Drafting and vetting of primary and subordinate legislation; provide general legal advice and opinions on laws administered by the Department; draft media statements or respond to media or parliamentary queries; conduct research, collate and analyse information; advise and draft decisions for the Minister’s consideration. Taking Bills through and assisting in the Cabinet and Parliamentary processes. Responsible for ensuring that the work produced by the Directorate is legally defensible and of good quality, and that the timelines and prescripts set by the legislation and departmental service standards are adhered to.

ENQUIRIES
NOTE
POST 02/06
 : Linda Garlipp, Tel No: 012 399 9348
Candidates will be either required to write a test or to do a presentation.

OTHER POST

POST 02/06
 : MR5 LEGAL ADMINISTRATION OFFICER REF NO: LACE03/2018

SALARY
 : R353 253 per annum (Total package of R499 752 per annum/ condition apply)

CENTRE
 : Pretoria

REQUIREMENTS
 : LLB degree coupled with at least 8 years post qualification experience. Experience in the provision of legal services, and experience in the application of Environmental Law, Mining Law, Constitutional Law and Administrative Law. An ability to interpret legislation, good analytical and research skills, good verbal and written communication skills in English, good drafting skills, computer literacy, an ability to work in a team, a pro-active, problem-solving and positive attitude and an ability to adhere to deadlines are essential. Must be able to travel and must have a drivers licence, and be able to work after hours or over weekends when necessary. Good negotiating skills.

DUTIES
 : Provide legal support and legal advice on the interpretation of environmental legislation and the Promotion of Access to Information Act or the Promotion of Administrative Justice Act in appeal related matters. Deal with appeals received in accordance with the relevant processes and within the relevant time frames. Receive and respond to appeals related media queries, parliamentary queries, queries from stakeholders, including the appellants and applicants. Appoint appeal
panels when required and convene meetings to discuss appeals depending on the complexity of the appeal. Attend to filing of appeal documents in terms of internal filing policies and guidelines. Provide litigation support, including compilation of court records, and attend to consultations with legal counsel on appeal decisions taken on review. Draft ministerial submissions and draft appeal decisions.

ENQUIRIES

: Linda Garlipp Tel No: 012 399 9348
ANNEXURE E

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

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

CLOSING DATE: 01 February 2019, 12H00 No late applications will be considered. No faxed / e-mailed / late applications will be considered.

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

OTHER POSTS

POST 02/07: ASSISTANT MANAGER: INVESTMENT ACCOUNTING REF NO: (ASM: INVACC/2019/01-1P)

SALARY: R356 289 per annum (basic salary) Level 09
CENTRE: Pretoria Office
REQUIREMENTS: A recognized three year National Diploma/ Degree within the Financial Accounting field (at least 360 credits), with four (4) years’ experience in Financial Accounting of which two (2) years must have been in a supervisory role. Experience in investment accounting in the pension fund industry will be an added advantage. SAICA completed articles will be an added advantage. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of

**DUTIES**

The purpose of the job is to assist in managing the Fund’s (i.e. GEPF, AIPF and TEPF) investment accounting function. The successful candidate will be responsible for the following functions and include, but not limited to: Assist with management of General Ledger. Review general ledger reconciliations and any other reconciliations performed by the Unit. Review of investment reports. Resolve queries related to investment reports and review and authorize journal entries. Assist with financial reporting. Assist with preparation of monthly, quarterly, interim and annual financial statements and assist with reviewing of financial accounting policies and frameworks. Assist with management of audit processes. Assist with liaison with external and internal auditors. Assist with preparation and provision of year-end audit file. Assist with preparation and provision of additional information required by the auditors. Assist with resolutions of internal and external audit queries. Assist with the implementation of internal and external audit recommendations. Assist with investment accounting related projects. Assist with research on investment accounting related projects. Assist with implementation of investment accounting project plans and assist with maintaining an effective relationship with all stakeholders. Manage and develop staff. Manage the performance of the unit which involves coaching, mentoring, and take corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into the directorate’s overall work plan.

**ENQUIRIES**

Mr Ismael Radebe on 012 319 2299

**FOR ATTENTION**

Mr Ismael Radebe – Recruitment

**NOTE**

A position of Assistant Manager Investment Accounting is currently available at the Government Pensions Administration Agency. This position will be filled permanently. Employment Equity target for the post is Indian or Coloured male candidates or a person with disability. Candidates of the specified groups are encouraged to apply.

**POST 02/08**

PAYROLL: STATE ACCOUNTANT REF NO: (PAY-SA/2019/1-1P)

**SALARY**

R242 475 per annum (basic salary) Level 07

**CENTRE**

Pretoria Office

**REQUIREMENTS**

An applicable three year B. Degree/N Dip or equivalent three year qualification (in the Finance field with 360 credits) combined with 2 years’ experience in Payroll Salary Administration. Computer literacy in MS Office. Working experience of ACCPAC, PERSAL and BAS. Knowledge of ACCPAC/BAS and PERSAL. Knowledge of PFMA and National Treasury Regulations. Knowledge of Regulatory Reporting requirements. Knowledge of Debtors recovery system. Knowledge of calculation of salaries and benefits. Planning and time management skills. Conflict management skills. Ability to communicate at all levels (written and verbal). Ability to work under pressure. High level of reliability and adaptability. Ability to multitask. Ability to work in a team and independently. Attention to detail. Honesty and integrity.

**DUTIES**

The purpose of the role is to render payroll related functions within the organization. The successful candidate will be responsible for the following functions and include, but not limited to: Process payments of allowances, benefits, third party payments, SMS and MMS arrears payment. Check supporting documentation; Calculate payment amount per allowance. Capture transaction on PERSAL in line with (standard operating procedures) SOP’s, legislation, policies, official rates and salary notches. Calculate payments and compile Memo for payments on the financial system. Review package structure and start date. Calculate arrears according to allowances and contributions. Filing of all documents. Processing debt: Issue acknowledgment of debt form and obtain
acknowledgment. Create debt on financial system. Follow-up on and recover debt. Calculate and create interest batch. Allocate and capture receipts, invoices, adjustments and credit/debit notes on the system. Prepare documents for summons to legal section. Track and trace of debtors. Compile progress report on status of debt. Prepare age analysis report for year end on in-service, out of service and third party. Filing of all documents. Process of employer contributions, third party, debtors and departmental deductions: Reconcile medical arrears. Create and maintain garnishee and maintenance of beneficiaries on the system. Verify balances on garnishee, administration and maintenance orders. Calculate employer contributions on medical aid and GEPF. Implement new membership on trade unions and medical aid. Capture transactions on the system. Terminate deductions on the system. Calculation and deduction of overpayments, debt and interest. Filing of documents. Process (Pay as you Earn) PAYE: Capture payments under correct IRP5 code. Accumulate manual payments on the relevant tax year IRP5. Balance the IRP5 by ensuring that SITE PAYE and total PAYE balance. Correct the IRP5 start and end date. Recalculate the IRP5. Refund or recover PAYE. Amend the tax indicator as recurring or non-recurring. Implement income tax numbers on salary records. Verify and capture the bank account where salaries are deposited, according to the SARS standards. Compile MEMO for manual SARS payments. Filing of documents. Process termination of service on payroll transactions: Recalculate leave credits and gratuities. Recalculate leave without pay leave taken in excess. Calculate pro-rata service bonus and salaries. Recalculate employer and member contributions on GEPF. Recall salaries via the Reserve Bank. Process partial or full salary reversal. Calculate final payments according to exit type and capture payment on the system. Calculate total debt and compile debt advice to HR. Filing of all documents.

ENQUIRIES
FOR ATTENTION
NOTE
Mr Lesiba Sehlapelo Tel No: 012 399 2710
Mr Lesiba Sehlapelo– Recruitment
Employment Equity target for the post is Indian male/female, Coloured male/female, African male candidates and people with disability. Candidates of the specified groups are encouraged to apply.
**GOVERNMENT PRINTING WORKS**

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

**APPLICATIONS**

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

**FOR ATTENTION**

Ms M Mbokane, Human Resources Tel No: 012 748 6296

**CLOSING DATE**

01 February 2019, 12 noon.

**NOTE**

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

**OTHER POSTS**

**POST 02/09**

**ARTISAN FOREMAN GRADE A (RUBBERSTAMP PRODUCTION) REF NO: (GPW 19/01)**

**SALARY**

R286 500 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press with 5 years’ post qualification experience, Excellent understanding of printing process, Proficiency in CorelDraw 15 and Adobe CS 6 is a necessity, Good communication skills, Good interpersonal skills, Quality conscious, Excellent reading skills, Excellent knowledge of Microsoft Excel and Word, Grade 12 will be an added advantage.

**DUTIES**

Responsible to oversee the Rubberstamps production section, Creation of quotations, Design and layout of stamps according to client specification, Proofing and editing of copy for rubberstamps, Stock and consumables management, Liaising with clients, Mentor and manage junior artisans / support staff.

**ENQUIRIES**

Ms H Masilo Tel No: (012) 748-6345

**POST 02/10**

**ARTISAN FOREMAN GRADE A (GRAPHIC DESIGN) REF NO: (GPW 19/02)**

Re-Advertisement

**SALARY**

R286 500 per annum
CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press with 5 years’ post qualification experience, Computer skills: Proficiency on Apple Mac with Adobe Creative Suite, Ability to take a project from brief to print, including concept and finished art, Knowledge of commercialised printing and printing processes, Advanced typing skills, Good communication skills, Creativity (planning, organising, problem-solving skills), Knowledge of CTP is a must, Grade 12 will be an added advantage.

DUTIES : Manage quality of designs throughout all phases of a project, Proof reading of jobs, Perform scanning of jobs, impositioning of jobs and printing of plates, Liaising with client’s, Mentor and manage artisan (designers).

ENQUIRIES : Ms H Masilo Tel No: (012) 748-6345

POST 02/11 : ARTISAN (SPECIALISED PRODUCTION) (GRAPHIC DESIGNER) REF NO: (GPW 19/03)
Re-Advertisement

SALARY : R269 931 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 10 or equivalent qualification, plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press in the printing industry and 5 years’ post-qualification experience, Computer skills: Proficiency on Apple Mac with Adobe Creative Suite, Ability to take work from concept through to repro, Knowledge of commercialised printing and printing processes, Advanced typing skills, Good communication skills, Creativity (planning, organising, problem-solving skills), Knowledge of CTP is a must, Grade 12 will be an added advantage.

DUTIES : Be responsible for typesetting, design and layout of jobs from concept to plates, as well as colour retouching, Carry out quality checking, Perform scanning of jobs (ability to operate scanner), impositioning of jobs and printing of plates.

ENQUIRIES : Ms H Masilo Tel No: (012) 748-6345
OTHER POSTS

POST 02/12 : ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: 01/01/2019/ESA

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

CENTRE : Esayidi TVET College, Central Office

REQUIREMENTS : An appropriate recognized (3) three year Bachelor Degree/ Diploma in Human Resource. Management or relevant qualification in the related field.7 (seven) years’ experience in HRM plus five years’ supervisory experience. Knowledge of Human Resource Information Systems. The Public Service Regulatory Framework, Human Resource Legislations and Prescripts, Labour Relations Procedures, Client Orientation and Customer Focus. Knowledge of Financial Management is required, decision making, business report writing, written and communication skills. Presentation skills, problem solving skills, strong analytical skills influencing and networking. A valid driver’s license is essential as travelling and extended working hours may be required. Good organizational, administration and planning skills. Ability to work effectively under pressure and without immediate supervision with time management skills as well as computer skills. Willingness to work after hours as and when required. Candidates must be professional at all times regardless of the visitor’s behaviour.

DUTIES : Maintains Implement conditions of service and service benefits, policies and procedures. Facilitate, coordinate and implement advertisement, recruitment and selection processes. Provide seamless service and consistent application of recruitment policies. Process and supports common HR Systems. Implementation and administer the conditions of service processes .i.e leave, termination of service and pension matters. Oversee the maintenance of records management on employee files and on PERSAL. Facilitate and monitor the implementation of the Performance Management and Development System as well as the management of probation. Provide expert advice and technical support on performance management and development systems, including performance moderations. Ensure continuous development, implementation and maintenance of the Performance Management and Development Systems. Ensure the implementation of integrated performance management and skills development policies. Ensure alignment of incentives with budget as prescribed by the incentives Policy Framework as well as the individual and organizational performance. Manage the implementation of compensation and reward strategies to effectively distinguish top performers. Analyse the overall performance result of the employees and provide advice on relevant interventions. Manage and monitor Performance Agreements of members of Senior Management Services in compliance with Chapter 4 of the SMS hand book. Provide advice to Appeal Committee on grievances emanating from performance assessment outcome. Recommend suitable training courses and quality assure development programs. Conduct Skills Audit to determine the departments/college and employee current skills needs. Participate in the skills development committee. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements. Manage the financial resources of programs and projects in charge of in accordance to the PFMA. Identify and monitor financial risks in relation to the projects in the unit. Ensure ongoing education to maintain knowledge and stay abreast of developments in relation to departmental requirements.

ENQUIRIES : Ms NB Ndlovu Tel No: (039) 6840 140

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter’s Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240
NOTE: Applications should be on a Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (inclusive of three contactable references and contact details). Original certificate copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful. Esayidi TVET College invites suitable candidates to apply for the following permanent post:

**CLOSING DATE:** 01 February 2019

**POST 02/13:** SENIOR STATE ACCOUNTANT: STORES REF NO: CCTVET14/01/2019 (College Appointment)

**SALARY:** R299 709 - R353 043 per annum (Level 08) plus 37% in lieu of benefits

**CENTRE:** Central Office

**REQUIREMENTS:**
- M+3 years Degree or diploma in Logistics/Supply Chain Management/Finance with 3 years’ experience in store management or administration. Knowledge and good understanding of procurement policies, systems and procedures, PFMA, PPPFA, BBBEE Act, Treasury Regulation, Stores management. Good Communication skills (verbal and written; excellent leadership skills; ability to work with team and independently, problem solving skills and interpersonal skills.
- Computer literacy. A valid driver’s license.

**DUTIES:** Stock management including stock need analysis, ordering and receiving of stock. Ensure that stock ordering levels are determined, and stock is kept at optimum and economical level. Develop and maintain stock control system, monitor stock request and usage. Implement corrective measures where necessary. Ensure compliance with policies and procedures that govern and regulate Supply Chain Management and store management processes. Prepare motivations and requests for stock required. Issues stock and update relevant cards. Compile and submit correct store monthly reports. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Ensure that stock taking is done twice annually. Attend to queries from stakeholders and maintain excellent customer satisfaction at all time. Provide advice, support and guidance to end users as and when required. Monitor, supervise, train and manage PMDS of staff in the unit.

**ENQUIRIES:** OM Maphutha. Tel No: 015 230 1800/1828 and KS Nyambi Tel No: 015 230 1800/1801

**APPLICATIONS:** Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office

**NOTE:** Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.

**CLOSING DATE:** 04 February 2019, applications received after the closing date or faxed applications will not be considered.
POST 02/14: SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT SERVICES REF NO: CCTVET 15/01/2019
(College Appointment)

SALARY: R299 709 - R353 043 per annum (Level 08) plus 37% in lieu of benefits
CENTRE: Central Office
REQUIREMENTS: M+3 years Degree or diploma in Accounting/Financial Management with 3 years' experience in store management or administration. Knowledge and good understating of procurement policies, systems and procedures, PFMA,PPPFA, BBBEE Act, Treasury Regulation, Stores management. Good Communication skills (verbal and written; excellent leadership skills; ability to work with team and independently, problem solving skills and interpersonal skills. Computer literacy. A valid driver’s license.

DUTIES:
- Record, check and compile creditor's payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists.
- Capture creditor payments. Verify budget scoa items. Implement and monitor policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update sectional risk register. Report risks to the Assistant Director. Attend to queries and provide relevant information for communication with the suppliers. Implement the audit implementation plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial/compliance report including preparation and follow up of annexures and working papers. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report. Monitor, supervise, train and manage PMDS of staff in the unit.

ENQUIRIES:
- OM Maphutha Tel No: 015 230 1800/1828 and KS Nyambi Tel No: 015 230 1800/1801

APPLICATIONS:
- Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office

NOTE:
- Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College/department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.

CLOSING DATE: 04 February 2019, applications received after the closing date or faxed applications will not be considered.

POST 02/15: SENIOR ADMIN OFFICER: ASSETS REF NO: CCTVET 16/01/2019
(College Appointment)

SALARY: R299 709 - R353 043 per annum (Level 08) plus 37% in lieu of benefits
CENTRE: Central Office
REQUIREMENTS: M+3 years Degree or diploma in Property Management, Assets Management or equivalent with 3 years' experience in Assets management. Knowledge and good understating of procurement policies, systems and procedures, PFMA,PPPFA, BBBEE Act, Treasury Regulation, Stores management. Good Communication skills (verbal and written; excellent leadership skills; ability to work with team and independently, problem solving skills and interpersonal skills. Computer literacy. A valid driver’s license.

DUTIES:
- Monitor the life cycle of movable assets. Conduct the physical verification of assets, administer the performance of physical verification activities to provide status information around the existence and condition of all assets in the register. Monitor that all improvements to state property are appropriately identified and
recorder in the IAR (Immovable Assets Register). Confirm ownership of properties in ensuring that correct and accurate property information is captured on IAR as well with the property that are on Provincial IAR. Perform such other duties, appropriate to the role, as may be required by the Assistant Director and/or Company from time to time. Compile and consolidate the college reconciliation in accordance with GRAP standard, manage stock audits and stock takes, assets identification, manage stock discrepancies and disposal process. Implement policies and processes for efficient management of assets. Ensure effective execution of all functions pertaining to assets. Ensure optimal utilization of assets. Monitor, supervise, train and manage PMDS of staff in the unit.

ENQUIRIES : OM Maphutha Tel No: 015 230 1800/1828 and KS Nyambi Tel No: 015 230 1800/1801

APPLICATIONS : Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office

NOTE : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.

CLOSING DATE : 04 February 2019, applications received after the closing date or faxed applications will not be considered.

POST 02/16 : CHIEF ACCOUNTING CLERK REF NO: CCTVET17/01/2019 (College Appointment)

SALARY : R242 175 - R285 630 per annum (Level 07) plus 37% in lieu of benefits
CENTRE : Central Office
REQUIREMENTS : M+3 years Degree or diploma in Accounting/Financial Management with 3 years' experience in financial services. knowledge and good understating of procurement policies, systems and procedures, PFMA,PPPFA, BBBEE Act, Treasury Regulation, Stores management. Good Communication skills (verbal and written; excellent leadership skills; ability to work with team and independently, problem solving skills and interpersonal skills. Computer literacy. A valid driver’s license.


ENQUIRIES : OM Maphutha Tel No: 015 230 1800/1828 and KS Nyambi Tel No: 015 230 1800/1801
APPLICATIONS : Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office

NOTE : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.
CLOSING DATE: 04 February 2019, applications received after the closing date or faxed applications will not be considered.

POST 02/17: ACCOUNTING CLERK: INCOME AND BUDGET REF NO: CCTVET 18/01/2019
(College Appointment)

SALARY: R163 563 - R192 666 per annum (Level 05) plus 37% in lieu of benefits

CENTRE: Central Office

REQUIREMENTS: M+3 year Diploma in Accounting / Financial Management. Relevant experience in finance environment will be an added advantage. Knowledge of PFMA and Treasury regulations. Good communication (verbal and written), planning, organising and interpersonal skills. Ability to function accurately and methodically under pressure. Computer literacy is a prerequisite. Valid driver’s licence.

DUTIES: Verify claims before capturing payments. Capture all claims for payment. Calculate stipends before capturing a payment. Post all transactions on accounting system. Attend to all queries. Ensure compliance with College policies, procedures and guidelines. Attend to any other duties requested by the supervisor.

ENQUIRIES: OM Maphutha Tel No: 015 230 1800/1828 and KS Nyambi Tel No: 015 230 1800/1801

APPLICATIONS: Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office

NOTE: Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.

CLOSING DATE: 04 February 2019, applications received after the closing date or faxed applications will not be considered.
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

CLOSING DATE: 11 February 2019

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin.

Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 02/18: DIRECTOR: LEGAL LEARNING REF NO: 19/01/JC

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

CENTRE: Justice College: Pretoria

REQUIREMENTS: An LLB or BA Degree and equivalent legal qualification (NQF level 7) as recognize by SAQA; Minimum of 6 years’ experience in related field of which 5 years' experience should be at middle/senior management level; Experience in legal practice including court appearance, civil and criminal law; Experience in PAJA, PAAI, and academic environment; Knowledge of and experience in applying formal training methodologies, standard frameworks and tools; A valid driver’s license. The following will serve as an added advantage: LLM Degree; Assessor and Moderator certificate. Skills and Competencies: Computer skills (MS Excel and Ms PowerPoint); Project management skills; Communication (verbal and non-verbal) skills; Strategic leadership capacity; Strategic financial management; Analytical thinking, problem solving and decision making; Interpersonal skills; Facilitation skills; Stress tolerance; Performance management; Strategic change management.

DUTIES: Key Performance Areas: Develop, coordinate and maintain legal & quasi-legal education training and development strategy; Manage and facilitate identification of statement aims and intended learning outcomes of the Curriculum; Manage and develop statement of content, assessment, learning interactions (platforms to achieve the leaning outcomes; Manage and facilitate training programs and implementation plan; Manage effective people management.

ENQUIRIES: Ms P Leshilo Tel No: (012) 357 8240

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

POST 02/19 : DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: 19/02/CS

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

CENTRE : National Office: Pretoria

REQUIREMENTS : A National Diploma/ Degree in built environment or equivalent qualification; Minimum of 5 years’ experience of which 3 years should be at management/supervisory level; Knowledge of National Building Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, Infrastructure Delivery Management System (IDMS), PFMA and Treasury Regulations, Municipal Act, OHS Act, etc; Technical knowledge in the spectrum of discipline within the built environment; In depth infrastructure and property management experience. Skills and Competencies: Numeric and analytical skills; Computer literacy skills; Communication skills (written and verbal); Personal attributes skills; Problem solving skills; People management skills; Project management.

DUTIES : Key Performance Areas: Ensure that all Capital projects are implemented on time within the budget and conforming to the required needs and specifications; Provide access facilities for persons with disabilities in all DOJ property portfolio; Deal with land acquisition for purpose of developing functional buildings such as courts; Monitor the implementation of programmes and projects by implementing agent and the adherence to the service delivery agreement; Provide effective people management.

ENQUIRIES : Ms M Kganyago (012) 315 1844

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

NOTE : People with disabilities are encouraged to apply.

POST 02/20 : LECTURE: LAW REF NO: 19/03/JC

SALARY : R444 693 – R523 818 (All Inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : Pretoria: Justice College

REQUIREMENTS : An LLB Degree or equivalent legal qualification; At least 3 years’ experience in legal practice; Knowledge of Legal, Constitutional, Linguistic, Mediation etc; Knowledge of and experience in applying formal training methodologies, standards frameworks and tools; Experience in curriculum development and published articles in accredited peer reviewed journals will be added advantage; Assessor and moderator certificate recommended; A valid driver’s license. Skills and Competencies: Communication (written and verbal skills); Facilitation skills; Creative and analytical; Project management; Interpersonal skills; Research skills; Change management; Ability to work under pressure and tight deadlines; Computer literacy skills (Windows, Office, Excel, MS projects access presentation and Visio).

DUTIES : Key Performance Areas: Provide inputs and update curricula and program material; provide training to learners/trainees as per training programe; Undertake relevant research in specialist subject areas; Conduct assessment and or Evaluation; Perform administration duty as required; Provide administration duty as required.

ENQUIRIES : Ms. P Leshilo (012) 357 8240

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<table>
<thead>
<tr>
<th>POST 02/21</th>
<th>ASSISTANT DIRECTOR: AUDIT FACILITATION REF NO: 19/04/CFO</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 – R430 389 per annum. The successful candidate will be required to sign a performance agreement.</td>
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<tr>
<td>CENTRE</td>
<td>National Office: Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Degree/or appropriate Tertiary qualification in Financial or Business Management/Public Administration; 3 years working experience in analysing financial information; 3 years' experience at supervisory level; Knowledge of Public Financial Management Act, (PFMA), Treasury Regulations; Supply Chain Management (SCM); relevant Government Policies and Regulations; Practical experience of BAS, Persal, Logis. Skills and Competencies: Good communication (verbal &amp; written) skills; Computer literacy (Microsoft Office; Word, Excel and PowerPoint) Technical and project management skills; Functional ability and working as a team; Good interpersonal relations; Strategic and conceptual orientation; Attention to detail and numeric skills; Good leadership, organizational and problem solving abilities.</td>
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<td>DUTIES</td>
<td>Key Performance Areas: Coordinate, facilitate the efforts of the audit and compliance governance bodies by facilitation of all the audit phases, Identify audit risks and set preventative measures; Provide audit information reports; Analyze financial information for preparation of the Departmental Interim/Annual Financial Statements; Provide effective people management.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms N Joseph ☎️ (012) 357 8646</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.</td>
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<tr>
<td>NOTE</td>
<td>People with disability are encouraged to apply.</td>
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<tr>
<th>POST 02/22</th>
<th>ADMINISTRATIVE OFFICER REF NO: 21/18/NC</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.</td>
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<tr>
<td>CENTRE</td>
<td>Magistrate Office Garies</td>
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<td>REQUIREMENTS</td>
<td>A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Three (3) years relevant experience in Office Administration; Experience in Vote and Trust Account will be an added advantage; Valid driver’s license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, Ms Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.</td>
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<td>DUTIES</td>
<td>Key Performance Areas: Control documents and custody of reserve stock; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr J. Tope ☎️ (053) 8021300</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.</td>
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<tr>
<th>POST 02/23</th>
<th>ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 19/05/CLO</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R283 854 – R805 179. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.</td>
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<tr>
<td>CENTRE</td>
<td>State Attorney: Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of</td>
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appearance in the High Court of South Africa; Conveyancing will be an added advantage; A valid driver’s licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

**DUTIES**

Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate’s Court, High Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff; Draft, prepare and register conveyancing documents.

**ENQUIRIES**

Ms. K. Ngomani  
(012) 357 8661

**APPLICATIONS**

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

**NOTE**

People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

**POST 02/24**

**SENIOR COURT INTERPRETER REF NO: 2019/02/MP**  
(Re-Advert)

**SALARY**

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

**CENTRE**

Evander Magistrate Office

**REQUIREMENTS**

NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5 ; Proficiency in two or more indigenous languages; Proficiency in English; Three years practical experience; Driver’s licence; Language requirements: isiZulu; Sepedi; Afrikaans; Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem Solving; Planning and organizing; Confidentiality; Ability to work under pressure.

**DUTIES**

Key Performance Areas: Render Interpreting services; Translate legal documents and exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line and Administrative Support Functions; Control and Supervision of Interpreters:

**ENQUIRIES**

Ms KN Khanyile  
(013) 753 9300 Ext.220

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X11249, Nelspruit 1200 or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

**CLOSING DATE**

01 February 2019

**POST 02/25**

**SENIOR COURT INTERPRETER REF NO: 2019/03/MP**  
(Re-Advert)

**SALARY**

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

**CENTRE**

Standerton Magistrate Office

**REQUIREMENTS**

NQF Level 4/ Grade 12; Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF5 ; Proficiency in two or more indigenous languages; Proficiency in English; Three years practical experience; Driver’s license. Language requirements: Afrikaans; isiZulu; Sesotho; Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem Solving; Planning and organizing; Confidentiality; Ability to work under pressure.

**DUTIES**

Key Performance Areas: Render Interpreting services; Translate legal documents and exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line and Administrative Support Functions; Control and supervision of Interpreters.

**ENQUIRIES**

Ms KN Khanyile  
(013) 753 9300 Ext.249
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X11249, Nelspruit 1200 or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

CLOSING DATE: 01 February 2019

POST 02/26: COURT INTERPRETER REF NO: 2019/01/IMP (Re-Advert)

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

CENTRE: Kwamhlanga Magistrate Office

REQUIREMENTS: NQF Level 4/ Grade 12; Three months practical experience will be an added advantage; Proficiency in one or more indigenous languages; Proficiency in English; Driver’s licence will be an added advantage. Language requirements: isiZulu; isiNdebele; Sepedi. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem Solving; Planning and organizing; Confidentiality; Ability to work under pressure.

DUTIES: Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court quasi – judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep Court records up to date; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.

ENQUIRIES: Ms L Mashaba ☎ 013 753 9300 Ext.300

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X11249, Nelspruit 1200 or Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

CLOSING DATE: 01 February 2019
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: 01 February 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 driver’s licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

MANAGEMENT ECHELON

POST 02/27: CHIEF FINANCIAL OFFICER REF NO: (DMR/19/0001)

SALARY: R1 446 378 per annum (Level 15) (All-inclusive package)

CENTRE: Head Office, Pretoria

REQUIREMENTS: A post graduate qualification (NQF level 8) in Financial Management or a qualified Chartered Accountant plus 8 to 10 years relevant experience at Senior Managerial Level, Plus the following competencies: Knowledge: In depth knowledge of procurement, Information technology and Financial management. Project management diagnostic action research. Public service knowledge and understanding of DMR policies, functions, projects, etc. Government policies. Strategic Planning and Project Management, Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures, Government Accounting Standards (GRAP); Skills: Strategic capability and Leadership, Negotiation and Consultation, Problem solving and analysis, Financial Management, People Management and Empowerment, Good interpersonal relations at all levels, Advanced analytical; Communication: Ability to communicate at different levels, verbal and written; Creativity: Ability to analyze information, creative/innovative thinker, Logical, Objective, Accurate and Diplomatic.

DUTIES: Advise the Accounting Officer on Strategic Financial and Corporate Governance matters; Guide Senior Managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations; Manage relationships with relevant role players in the Finance and Information Communication Technology environment regarding transverse matters; Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behavior) and policies to ensure effective and efficient management of resources and develop and maintain measures to prevent fraud and maladministration; Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department; Facilitate the implementation of national norms and standards where applicable; oversee the establishment of sound information systems in the Department; Provide strategic leadership on the management and administration
of the Branch including ICT, Financial Management Structures and Supply Chain Management; Advise and guide management on department annual budget and financial issues in order to make informed decisions; Develop and maintain appropriate systems and policies to ensure effective, efficient and economical management of resources and assets in the Department; Ensure compliance with the provisions of the Public Finance Management Act, 1999 and the Treasury Regulations; Ensure that all reports, returns, notices and other information which are submitted to the Executing Authority, the National Treasury and the Auditor-General as required by the PFMA are timeous and accurate; Oversee appropriate training and development of staff within the financial management and Information Communication Technology; Develop annual and three year budget for the Department and facilitate the submission of Department of Mineral Resources annual budget vote.

ENQUIRIES
: Adv T Mokoena Tel No: (012 444 3880

NOTE
: Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 02/28
: PRINCIPAL INSPECTOR OF MINES: NORTH WEST REF NO: (DMR/19/0002)

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

CENTRE
: North West Region, Klerksdorp

REQUIREMENTS
: A/an appropriate NQF Level 7 qualification and Mine Manager’s Certificate of Competency or Mine Surveyor’s Certificate of Competency or Government Certificate of Competency in Mechanical or Electrical Engineering coupled with extensive experience of which five (5) years must be at Middle or Senior Management level in the mining and minerals sector, PLUS the following competencies: Knowledge of: Mine Health and Safety Act No.29 of 1996, Underground and Surface Mining, Mine occupational health and safety hazards and risks, Labour Relations and Human Resources Management, Understanding DMR policies aimed at optimal utilisation of Mineral Resources. Skills: Interpersonal Relations, Planning, Organising, Leading and Control, Application of policies, procedures and the Laws governing occupational health and safety in the mining and minerals sector, Team work, Training, Mentoring, Negotiating, Adaptability, Conflict handling, Computer literacy. Communication: Ability to communicate both verbally and in writing. Creativity: Ability to analyse workload-related challenges and to implement a continuous improvement strategy.

DUTIES
: Manage the Mine Health and Safety Region. Monitor the application of health and safety standards at the mining operations as per the provisions of the Mine Health and Safety Act No.29 of 1996. Provide technical assistance to the mines. Ensure the complaints are investigated and queries are responded to. Exercise budgetary controls consistent to the targets and objectives of the region/directorate, ensure the holding of any necessary board of examinations for appropriate Certificates of Competency.

ENQUIRIES
: Mr T Ngwenya Tel No: (012) 444 3661

NOTE
: 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.
APPLICATIONS: National Office: Midrand/ Constitutional Court/Judicial Support Services Pretoria: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685. Enquiries: Ms D Botha/Ms C Gideon/Ms L Motheman (010) 493 2500/2528/2533 KwaZulu-Natal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372., Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban. Enquiries: Ms L Marrie (031) 372 3164 Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Corner Pritchard and Kris street, Johannesburg. Enquiries: Ms T Mbolekwa Tel No: (011) 335-0404

CLOSING DATE: 01 February 2019

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

OTHER POSTS

POST 02/29: COURT MANAGER REF NO: 2019/376/OCJ

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

CENTRE: Gauteng Division: Pretoria

REQUIREMENTS: A three (3) year relevant qualification in Management or Administration; 6-8 years’ experience in supervisory or junior management level; A valid driver’s license. Technical knowledge/competencies: Human Resource Management capability; Knowledge of financial, assets and supply chain management; Understanding the facilities and security management Knowledge of case flow management, Behavioural competencies: Effective communication skills (written and verbal); Good interpersonal skills; Problem Solving skills; Conflict Management Skills; Time management and the ability to work under pressure.

DUTIES: Provide strategic and operational leadership to the Division to optimally deliver on the OCJ mandate; Provide integrated human resource management and development services; overall financial, asset and supply chain management services in the Division; Coordinate and facilitate internal audit and risk management services; Provide administrative and technical support, monitor the overall performance of the court and enhance judicial stakeholder relations;
Provide effective and efficient management of facilities and security services to the Judiciary.

POST 02/30: DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 2019/377/OCJ

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

CENTRE: National Office: Midrand

REQUIREMENTS: A Bachelors Degree or National Diploma in Labour Relations or any relevant qualification; five (5) years’ experience in a labour relations environment of which three years must be at supervisory level; In depth knowledge Sound knowledge and understanding of all Labour Relations; In depth knowledge of South African labour legislation; Experience in handling internal grievances, disputes, CCMA cases and strong ability to maintain and protect confidential information, in able to interpret policies.

DUTIES: Manage, coordinate and monitor the implementation of employee relations, policies and procedures; Promote sound employee relations including effective management of disputes, grievances; Ensure effective management of the information and records of all activities related to Employee Relations; Represent the Department in all relevant forums including conciliation, arbitration at the Bargaining Council and CCMA; Provide expert employee relations advice to managers and employees; Design appropriate interventions to build internal capacity in terms of employee relations matters; Identify areas that needs urgent intervention from management; Coordinate the effective Collective Bargaining processes within the Department by ensuring healthy working relationships and engagement with the relevant recognized Trade Unions; Analyse the Employees Relations trends with recommendations to management; Ensure that all compliance reports are submitted on time.

POST 02/31: CHIEF REGISTRAR REF NO: 2019/375/OCJ

SALARY: (MR6) R448 269 – R1 084 437 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Gauteng Division: Pretoria

REQUIREMENTS: LLB Degree or equivalent qualification; At least 8 years’ legal experience obtained after qualification. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Good people skills/interpersonal relations; Analytical thinking; Planning and organization skills; Attention to detail; Problem solving and decision making skills; Conflict management; Work ethics; Accuracy and attention to detail; Professional appearance and conduct; Self-management; Customer service orientated; Ability to work under pressure and solve problems; Confidentiality; Resilience; Honesty and integrity; Flexibility; Creative thinking.

DUTIES: Provide leadership of the High Court; Court and Case flow management Quasi-Judicial functions; Manage Service Level agreements framework and managing strategic Court efficiency projects and best practices; Information and Case/Court documentation management system and Human Resources Management.

POST 02/32: CONTRACT JUDGES' SECRETARY REF NO: 2019/378/OCJ (X4 POSTS)

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

CENTRE: Durban High Court

REQUIREMENTS: Grade 12 or equivalent qualification; 1 to 3 years secretarial / Office Assistant experience or relevant experience; The ability to do Dictaphone typing; Typing of 35 words per minute; Understanding the filing system; A valid driver's license. Skills and Competencies: Proficiency in English; Computer Literacy (MS Word); Good communication skills (verbal and written); Administrative and organizational skills; Problem solving and planning skills; Decision making skills, and time management skills; Good customer service orientated; Assertiveness and
decisiveness; Attention to detail and accuracy; Initiative, and the ability to work under pressure

**DUTIES**

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

**NOTE**

Shortlisted candidates will be subjected to a typing test.

**POST 02/33**

**STATE ACCOUNTANT: JUDGES REMUNERATION REF NO: 2019/379/OCJ**

**SALARY**

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

**CENTRE**

Judicial Support Services: Pretoria

**REQUIREMENTS**

Grade 12 and a three year National Diploma/ Bachelor Degree in Finance/Accounting/ Financial Management or equivalent NQF level 6 as recognized by SAQA; A minimum of 3 years’ experience in Salaries or Finance; A valid driver’s licence will be an added advantage; Knowledge of Judges remuneration and Condition of Employment Act, 2001 (Act No. 47 of 2001), Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge and experience in Basic Accounting Systems (BAS) will be a recommendation; Understanding of Departmental Financial Instructions (DFI) and Departmental policies and procedures; Knowledge of Performance processes.

**DUTIES**

Render financial accounting transactions; Supervision of staff members; Perform/manage salary administration support services for Judicial Officers; Persal system knowledge in respect of approving and authorising of permanent appointments, acting appointments and acting allowance of Judges, etc.; Checking of statistics for all activities and report accurate statistics to supervisors; oversee remuneration and condition of services with regard to Judges; Prepare and check memorandums on various matters concerning Judges; Execution of the Judges Remuneration Act and Regulations; Control administration enquiries to ensure the correct implementation of benefits for Judges; Compile and co-ordinate monthly/quarterly/ yearly reports concerning the Judges; Oversee the work related to the calculation and payment of pension, gratuities and resignation benefits to Judges; Ensure recover of departmental debts; Manage performance/ team discipline/ leave of the section and frequent liaison with the stakeholders.

**POST 02/34**

**ACCOUNTING CLERK: FINANCIAL ACCOUNTING (PETTY CASH) REF NO: 2019/380/OCJ**

**SALARY**

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

**CENTRE**

National Office: Midrand

**REQUIREMENTS**

Grade 12 with Accounting as a passed subject; a qualification in Accounting/Financial management will be an added advantage. Skills and Competencies: Good communication skills (verbal and written); excellent organizational and planning skills; Good interpersonal skills; Computer literacy (MS Word, Excel, PowerPoint and other software packages).

**DUTIES**

Receive, record and deposit money paid in the petty cash office; Issue receipts, and allocate revenue; Issue petty cash funds and reconcile the petty cash account;
Recover of documentation for replenishment of cash; Maintain accounting records for easy access and future reference; Capture and compile sundry payment advices; Assist in attending audit queries and provide copies of documents when necessary; compile the payment register; identifying outstanding payments from the invoice register; Safekeeping and filing of payment advices (batch processing); Ensure adherence and compliance with related legislation and departmental policies.

POST 02/35

PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
REF NO: 2019/381/OCJ

SALARY
R163 563-00 – R192 666-00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
National Office: Midrand

REQUIREMENTS
Grade 12; a relevant qualification and experience in Supply Chain Management will be an added advantage; Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations; In-depth knowledge of financial systems, e.g LOGIS; A valid driver’s licence will be an added advantage.

Skills and Competencies: Planning and organising skills; Good interpersonal relations; Effective communication skills (written and verbal); Computer literacy; Ability to work independently and meet deadlines; The ability to work under pressure, work in a team and preparedness to work overtime when required.

DUTIES
Sourcing of quotation as per National Treasury guidelines; Receive and assess quotation to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Request, prepare and compile quotes; Ensure that all relevant forms are attached; Extend the validity periods of quotes in advance of expiry dates; Capturing of awarded contracts on National Treasury contracts registration application (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; Ensure timeous processing of payments to suppliers; Receiving and issuing of stock items; Perform other duties as delegated by the supervisor.

POST 02/36

USHER MESSENGER REF NO: 2019/382/OCJ

SALARY
R115 437 – R135 981 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
National Office: Midrand

REQUIREMENTS
Grade 12; One (1) year relevant court exposure. Skills and Competencies: Knowledge of relevant legislation; Planning and organising skills; Problem solving and analysis; Time management; Client orientation and customer focus; Report writing skills; Driving skills; Negotiation skills; Communication skills; Good Interpersonal skills; Initiative skills.

DUTIES
The escorting of Judges to the Court rooms; Rendering of administrative support functions to the Judges and the court room crew; Maintenance of court room’s records; Facilitation of the smooth-running of the court rooms; Collection and distribution of court files.
ANNEXURE K

DEPARTMENT OF PUBLIC ENTERPRISES

APPLICATIONS: The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 80 Hamilton Street, Arcadia 0083 and or 642 Cnr Olivia street and Jacqueline Drive, Garsfontein Pretoria, Postal Address: P.O BOX 394, Menlyn, 0063 or by email: dpe1@basadzi.co.za. Tel No: 012 998 8953/8049

FOR ATTENTION: Human Resources

CLOSING DATE: 01 February 2019

NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. 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. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a Generic Managerial Competency Assessment (In compliance with the DPSA Directive on the Implementation of the Competency based assessment). The department reserve the right not to fill these positions. People with disability are encouraged to apply and preference will be given to the EE target.

MANAGEMENT ECHELON

POST 02/37: CHIEF AUDIT EXECUTIVE REF NO: DPE/2019/001
Unit: Internal Audit

SALARY: R1 005 683 per annum (all-inclusive flexible remuneration package consisting of basic salary of 70% and a 30% flexible portion that can be structured according to individual needs)

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of three to four year bachelor degree or equivalent qualification with Accounting and Auditing as majors. Seven (7) year related experience of which at least five (5) year must be at middle management level. Must be a registered member of a professional body i.e. institute of internal Auditors. Knowledge of the institute of internal Auditors (IIA) International Standards for the professional Practice of internal Auditing (ISPPIA). Public Finance Management Act and Treasury Regulations, Public Service and other related government Acts and Regulations. Project management. Planning and management skills. Excellent communication skills both written and verbal. Operational and strategic leadership. Innovation. Negotiation skills. Interpersonal skills. Attention to detail. Confidentially and decisiveness, Interviewing and investigation skills, Computer literacy, Analytical skills, interact freely with management at all levels. The following will be added advantage: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certification in Control Self-Assessment (CSSA). Experience on External Auditing, Forensic Investigation and Completion of Audit Articles.

DUTIES: Development of a three year rolling strategic and operational plan. Perform quality audits reviews on the work done by the Department. As per requirement. Prepare Progress reports on operational plan and presentation to the Audit and Risk Committee (ARC) as well as for Director-General and management of the Department. Develop audit programme. Monitor and review the implementation of the approved operational plan. Monitor the implementation of agreed action plans for the prior year audit findings. Accountable for evaluating the adequacy and effectiveness of, system of internal control, risk management, governance processes and provides management with constructive, cost-effective recommendations to improve operations. This entails reviewing the activities,
processes and procedure that management employs in order to effectively discharge their responsibilities and identify exposure to risk, malpractice fraud, theft, misuse of resources and deviation of conduct and administrative practices from policies and legislative requirements of the Authority. Prepare and Annual review the ARC and internal Audit charters. Management of the internal Audit Activity and the consultants (External service provider). Conduct quality control reviews of the work of the Audit staff. Supervise staff, perform staff mentoring, manage staff performance and on the job training and development. Co-ordinates activities/ functions of the Audit and Risk Committee. Co-ordinate of the forensic investigations. Co-ordinates the work of external audit and internal audit to ensure proper coverage to minimize duplicate of effort.

ENQUIRIES
: Ms Henriette Strauss Tel No: (012) 431-1022

OTHER POSTS

POST 02/38
: ASSISTANT DIRECTOR INTERNAL AUDIT REF NO: DPE/2019/004
Unit: Internal Audit

SALARY
: R356 289 per annum
CENTRE
: Pretoria
REQUIREMENTS
: Applicants must be in possession of an undergraduate degree or equivalent qualification with Accounting and Auditing as Majors at NQF level 7 recognised by SAQA. With at least 3 years’ internal audit experience at operational level. Knowledge of the institute of internal Auditors (IIA), International Standards for the professional Practice of Internal Auditing (ISPPIA), Public Finance Management Act and Treasury Regulations, Public Service and Other related government Acts and Regulations. Project Management, Planning and Management skills, interpersonal skills. Interviewing and Investigation skills. Computer Literacy, Analytical Skills and Ability to interact with Management at all levels.

DUTIES
: Participate in the development of the 3 year strategic rolling plan and the annual internal audit operational plan for compliance, financial and performance audits for approval by the Audit Committee annually before the beginning of the new financial year by Participating during the internal audit strategic planning session, Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Analyse and consider inputs from Management, Auditor general, and Audit & risk committee in compiling the plan. Participate in the developing a risk based annual internal audit plan for approval. Provide technical assistance with the implementation of the departmental strategic, operational and engagement performance audit plans in accordance with acceptable audit standards and stipulated time-frames. Collect, analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Provide technical assistance with the provisioning of statutory auditing services and make value added recommendations to enhance the overall performance of the organisation. Provide technical assistance with the development of findings reports to management and the Audit Committee. Provide technical assistance with the analysis of implementation risks and implement performance audit engagements accordingly. Follow up on management action plans to address audit findings. Monitor and evaluate the impact of the performance auditing function and report thereon. Provide technical assistance with the establishment and maintenance of DPE’s internal audit governance structures. Analyse the DPE operational environment and develop tailor made statutory and performance audit instruments and methodologies. Engage with departmental management structures to facilitate an understanding of the importance of the statutory and performance auditing function and it’s role to assist line managers to continuously improve service delivery and value for money aspects. Manage relationships with clients and other stakeholders with objective of achieving improving customer satisfaction. Provide technical assistance with the implemenenting of the departmental strategic, operational and statutory audit plans in accordance with acceptable audit standards and stipulated time-frames. Collect, analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Provide technical assistance with the provisioning of statutory auditing services and make value added recommendations to enhance the overall performance of the organisation.
Provide technical assistance with the development of findings reports to the Audit Committee. Analyse the implementation risks and implement statutory audit engagements accordingly. Follow up on management action plans to address audit findings. Provide technical assistance with the monitoring and evaluation of the impact of the auditing function and report thereon. Provide technical assistance with the establishment and maintenance of DPE’s internal audit governance structures.

ENQUIRIES: Ms Dineo Masilo Tel No: (012) 431-1026

POST 02/39:

ASSISTANT DIRECTOR: SYSTEMS AND APPLICATION DEVELOPMENT REF NO: DPE/2019/005
Unit: Information Management

SALARY: R356 289 per annum
CENTRE: Pretoria
REQUIREMENTS:
AN undergraduate degree or an equivalent qualification in ICT or Windows Certification (MCSE/MCSA) coupled with at least 3 years’ relevant experience in systems administration at operational level. Experience in windows 2008/2010 Server environment, ICT network management, Server Administration, Configuration and deployment of windows. ICT project management. ICT research. Knowledge of working in Polycom IPT solution and Share point.

DUTIES:
Manages the development and deployment of new applications, systems software, and/or enhancements to existing applications. Ensures that development projects meet institutional requirements and goals, fulfill end-user requirements, and identifies and resolves systems issues. Apply automated software and system management tools for the development of systems and applications. Leads pre-testing phase of development by evaluating proposals in order to identify potential problem areas, and make the appropriate recommendations. Manages application development processes. Liaises with network administrators and software engineers to assist with quality assurance, program logic, and data processing. Provides technical leadership to project managers and programmers. Reviews and analyzes existing applications’ effectiveness and efficiency, and develop strategies for improving or leveraging these systems. Researches and makes recommendations on software products and services. Ensures new software integration into systems meets functional requirements, system compliance, and interface specifications. Design and develop customized applications in line with best practice technologies. Provide training and operational support to staff and, when necessary, to external clients. Provide onsite and remote technical IT support. Handle first line escalation of complex problems. Install, configure, upgrade, maintain and support desktop systems based on requests. Plan and coordinate major software and hardware deployment. Develop preventive maintenance procedures to avoid system failures. Maintain computers printers, and other software and hardware peripherals. Maintain desktop deployment integrity in line with the approved standards, i.e. Operating system, Software Packages, Security applications and configurations. Perform repairs and replacements of software and hardware peripherals.

ENQUIRIES: Ms Dineo Masilo Tel No: (012) 431-1026

POST 02/40:

SENIOR NETWORK CONTROLLER REF NO: DPE/2019/007
Unit: Information Management

SALARY: R299 709 per annum
CENTRE: Pretoria
REQUIREMENTS:
Applicants must be in possession of an undergraduate in Information Technology/Systems or A+ and N+ coupled with an MCSE qualification. At least 2 year’s relevant experience in an ICT environment at operational level. Good Communication Skills and Interpersonal Skills. Knowledge of Various operating systems e.g. Linus, windows, Mac OS as well as a basic understanding of Office Productivity software’s such as Word Processing, Spreadsheets, Presentation, E-mails and Calendar. Knowledge and Understanding of IT policies and Procedures.

DUTIES:
Provide onsite and remote technical IT support. Handle first line escalation of complex problems. Install, configure, upgrade, maintain and support desktop systems based on requests. Plan and coordinate major software and hardware
deployment. Develop preventive maintenance procedures to avoid system failures. Maintain computers, printers, and other software and hardware peripherals. Maintain desktop deployment integrity in line with the approved standards, i.e., Operating system, Software Packages, Security applications and configurations. Perform repairs and replacements of software and hardware peripherals. Troubleshoot technical issues and escalate complex problems to appropriate 3rd tier support teams for resolutions. Provide on-the-job trainings to appointees and staff as needed. Perform failure analysis and determine corrective action plans. Plan and execute allocated work within deadlines and maintain records of daily tasks. Oversee inventory management of software and hardware components. Troubleshoot network (LAN) related problems. Perform data center network related tasks as assigned by BackOffice team and Supervisor. Perform server back-ups and disaster recovery related tasks such as rotation of backup media. (BAS, Persal, and Logis). Provide technical support for resource related business applications such as ERP systems, Content and Document Management Systems. Develop process documents and technical manuals for systems and applications. Assist with testing applications upgrades/updates and document results. Administrate user access rights and permissions through the Active Directory. Collaborate with BackOffice staff to ensure smooth and reliable operation of software applications and systems. Assist in maintaining servers and network related infrastructures and systems. Maintain accurate documentations for system installations, configurations, upgrades and disaster recovery activities.

**ENQUIRIES**: Ms Dineo Masilo Tel No: (012) 431 1026

**POST 02/41**

**SUPPLY CHAIN OFFICER (DEMAND AND ACQUISITION) REF NO: DPE/2017/008**

**Unit**: Office and the CFO

**SALARY**: R242 475 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicant must be in possession of an appropriate tertiary qualification in Finance, Public Management, Logistics, and Supply Chain Management (NQF Level 6) as recognized by SAQA. Must have completed Logistical Information System level 1 course. At least 3 years relevant experience at production level in Supply Chain Management, with working experience of LOGIS and BAS. In depth knowledge of PFMA, PPPFA, Treasury Regulations, B-BBEE and other related prescripts. Good verbal and written communication skills, attention to detail, interpersonal relations, analytical skills, ability to work in accordance with and interpret policies. Fully computer literate.

**DUTIES**: Arrange Ensure that suppliers are registered on the Central Suppliers Database before being used. Receive request for goods from end users. Ensure that suppliers are rotated during request for quotes. Request, receive quotations and prepare award documentation. Ensure bid invitation and bid award in the relevant platforms. Issue and receive bid documents. Provide bid administration services during briefing sessions, bid closing and perform pre-screening on all bids received. Provide secretariat and logistical support during the bid committee meetings and contracts conclusions processes. Check, place and verify orders for goods and services (excluding assets). Receive and verify quality and quantity of goods from suppliers. Ensure that goods are captured in registers. Issue goods to end users. Check and maintain goods registers. Make follow-up on deliveries. Assist in preparation of payments (internal control). Maintain file plan for the SCM Unit. Assist different units in finalising contracts for goods and services. Maintain and update the contract register. Review the expiring contracts. Send early warnings to Units regarding the termination of contracts. Capture new/addendum/extensions of contracts on the contract register. Ensure that supplier performance reports are received during and at the end of the contract. Retrieve and file documents within the SCM Unit while ensuring document and information security. Retrieve management reports, source data and collate data sheets. Populate reporting templates and ensure the quality thereof. Assist with risk identification processes and identify internal control mechanisms to mitigate identified risks. Record and maintain movement of records to and from the SCM Unit.

**ENQUIRIES**: Mr Benneth Baloyi Tel No: 012 431 1029
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of this post. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

APPLICATIONS: Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmund and Hamilton Street, Pretoria. Faxed and emailed applications will not be considered. Applications should also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job.)

CLOSING DATE: 01 February 2019

NOTE: The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

OTHER POST

POST 02/42: SKILLS DEVELOPMENT OFFICER REF NO: DPSA/19/001

SALARY: R242 475 per annum (Level 07)
CENTRE: Pretoria

DUTIES: Key Responsibility Areas: Development of Human Resource Development and Skills Development plans, Monitoring and evaluation of the implementation of these plans, Facilitate the provisioning of training and development programmes within the department, Administration of the departmental bursary programme, and Administration of the skills development/training budget.

ENQUIRIES: Ms. Karien Beckers Tel No: (012) 336 1570
APPLICATIONS: Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, corner of Amenities and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE: 01 February 2019 at 16h00. Applications received after the closing date will not be considered.

NOTE: Applications must be submitted on a signed Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric certificate must also be attached) and ID document and driver’s licence (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including qualifications, financial, criminal record and citizenship check will be conducted on recommended candidates. Competency assessment may form part of the selection process. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). It is the applicants’ responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POSTS

POST 02/43: HR PRACTITIONER: EMPLOYMENT RELATIONS REF NO: ER/01/19

SALARY: R242 475 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate three (3) year qualification (National Diploma or Degree) in Labour Relations, Employment Practices/Law or related. A minimum of 2 years’ experience in Labour Relations. Driver’s license Computer literacy with knowledge and experience of Microsoft office packages. Knowledge of the Labour Relations Act and the disciplinary code of conduct. Knowledge of PERSAL. PERSAL Certificates (Introduction and Labour Relations) would be an added advantage.

DUTIES: Facilitate implementation of HR policies, strategies and plans. Provide recommendations for the improvement of existing policies, strategies, systems, plans, processes and procedures including the grievance process and disciplinary process. Develop standardised templates, schedules and registers to support implementation processes. Conduct research on relevant matters and advise on new trends (understand and be able to do analysis on case laws). Conduct awareness, advocacy and training. Implement and maintain systems, processes and procedures. Investigate cases of misconduct. Initiate disciplinary hearings. Represent the employer in disciplinary hearings. Handle grievances in terms of the grievance procedure. Maintain statistical analysis templates. Facilitate Collective Bargaining and Dispute Resolution process. Negotiate with unions on matters of mutual interest. Participate in Department Bargaining Chamber. Develop / maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions. Give advice on procedural and technical related matters in respect of employee relations related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops / meetings. Provide logistical support services by arranging meetings, venues and refreshments (includes...
procurement process). Arrange transport and serve as secretariat on HR meetings.

**ENQUIRIES**
Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5281/ 43097/41440

**NOTE**
Preference will be given to African Male / White Male and People with disabilities.

**POST 02/44**
**HR PRACTITIONER: PM & HRD REF NO: PM&HRD/02/19**

**SALARY**
R242 475 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
An appropriate three (3) year qualification (National Diploma or Degree) in Human Resource Management / Development / Public Administration / Public Management or related. A minimum of 2 years’ experience in Human Resource Management or Development environment. Computer literacy with knowledge and experience of Microsoft office packages. PERSAL Certificates (Introduction and Personnel Administration) would be an added advantage.

**DUTIES**
Facilitate implementation of relevant and related HR policies, strategies and plans. Provide recommendations for the improvement of existing policies, strategies, systems, plans, processes and procedures in the key areas such as the Performance Management System, Training and Development Programmes, Internal and External Bursaries and/or Scholarships, Recognition of Prior Learning, Workplace Skills Plan and additional training plans and Internship Programme. Develop standardised templates, schedules and registers to support implementation processes. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy and training. Implement and maintain systems, processes and procedures. Facilitate the submission of Agreements / Assessments / Personal Development Plans, the moderation process and the PM outcomes process (Improvement Plans / Pay Progression & Cash Awards). Conduct and/or coordinate training interventions. Maintain statistical analysis templates. Develop / maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions. Give advice on procedural and technical related matters in respect of human resources development / performance management related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops / meetings. Provide logistical support services by arranging meetings, venues and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.

**ENQUIRIES**
Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5281/ 43097/41440

**NOTE**
Preference will be given to African Male / White Male and People with disabilities.

**POST 02/45**
**HR PRACTITIONER: HRPSS REF NO: HRPSS/03/19**

**SALARY**
R242 475 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**

**DUTIES**
Facilitate implementation of HR policies, strategies and plans. Provide recommendations for the improvement of existing policies, strategies, systems, plans, processes and procedures in the key areas such as the medium term HR Plan, 3 year EE Plan, Annual assessment of the HR Component, and the Internal Transformation Action Plans. Develop standardised templates, schedules and registers to support implementation processes. Conduct research on relevant
matters and advise on new trends. Conduct awareness, advocacy and training. Implement and maintain systems, processes and procedures. In terms of HR Planning; consult business units on human resource needs, Collate HR Planning information, Conduct human resource gap analysis in respect of numbers, skills and competencies, Analyse the demand and supply of human resources for the DSBD based on the internal and external factors and Design and facilitate implementation of interventions to address limitation of resources (centralisation, outsourcing, automation, etc.). With regards to DSBD internal transformation initiatives; coordinate the development of the DSBD Employment Equity Plan and annual reporting, Maintain statistical analysis templates and Employment Equity (EE) status reports, Provide EE profiles in support of employment practices. Develop / maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy and electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions. Give advice on procedural and technical related matters in respect of human resources planning and internal transformation related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops / meetings. Provide logistical support services by arranging meetings, venues and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5281/43097/41440

NOTE : Preference will be given to African Male / White Male and People with disabilities.
ANNEXURE N

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT ARTS CULTURE AND RECREATION

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

APPLICATIONS: Department of Sport, Arts Culture and Recreation, Private Bag X20606, Bloemfontein 9300 or place applications in an application box, Ground Floor, Warden Building, Henry Street Bloemfontein

FOR ATTENTION: Ms T Modupe - Human Resource Management (Recruitment Division)

CLOSING DATE: 08 February 2019

NOTE: Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful.

OTHER POSTS

POST 02/46: ADMINISTRATION CLERK REF NO: 3451/91

SALARY: A Basic Salary of R163 563 per annum (Level 05)
CENTRE: Bethlehem (Library Services- District Office)
REQUIREMENTS: Senior Certificate or equivalent qualification.
DUTIES: Responsible for the procurement and distribution of cleaning material and stationery, for example to public libraries, To serve as transport officer for the Thabo Mofutsanyana District. Record various statistical information received from public libraries. Computerize library material. Responsible for assets in office and storeroom and provide assistance with opening/ closing of libraries within the district.
ENQUIRIES: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247

POST 02/47: ADMINISTRATION CLERK REF NO: 3451/92

SALARY: A Basic Salary of R163 563 per annum (Level 05)
CENTRE: Bethlehem (Library Services- District Office)
REQUIREMENTS: Senior Certificate or equivalent qualification.
DUTIES: Unpack and check consignments (Library materials) Responsible for the issuing of library material to public libraries. Participate in stock-taking activities. Computerize library material as well as inter-filing library materials, Responsible for asset management in office and provide assistance with opening/ closing of libraries within the district.
ENQUIRIES: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247

POST 02/48: ADMINISTRATION CLERK REF NO: 3104/2

SALARY: A Basic Salary of R163 563 per annum (Level 05)
CENTRE: Bloemfontein (Library Services)
REQUIREMENTS: Senior Certificate or equivalent qualification.
DUTIES: Overall receiving of library materials from processing unit, record keeping thereof. Packaging and distribution of new material to public libraries. Keep record of amount of lists printed, boxes packed, delivered and linked bar codes and bar codes printed for new books in warehouse. Check order detail against the invoices, certify correctness thereof and prepare invoices for payment. Asset control.

ENQUIRIES: Ms Lerato Twala Tel No: 051 410 3687 / 066 479 1247

POST 02/49: LIBRARY ASSISTANT REF NO: 3508/5

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

CENTRE: Odendaalsrus Public Library

REQUIREMENTS: Senior Certificate or equivalent qualification with computer literacy.

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

ENQUIRIES: Ms Tlaleng Modupe Tel No: 051 410 3687 / 066 479 1443

POST 02/50: CLEANER (X2 POSTS)

SALARY: A Basic Salary of R96 549 per annum (Level 02)

CENTRE: Odendaalsrus Public Library Ref No: 3508/6

Thabong II Public Library Ref no: 3504/7

REQUIREMENTS: ABET Qualification as minimum requirement.

DUTIES: Provide general cleaning services by cleaning (dusting, sweeping, vacuuming, emptying and clean dirt bins, in offices/Library, corridors and boardrooms, Responsible for cleaning kitchens and restrooms to ensure a hygienic environment at all times. Keep stock of kitchen utensils and of restroom accessories eg toilet papers ,hand towel etc to be replaced. Safe keeping and maintain cleaning material and equipment. Cleaning of machines eg microwaves, vacuum machines, etc. Request cleaning materials.

ENQUIRIES: Ms Tlaleng Modupe Tel No: 051 410 3687 / 066 479 1443

DEPARTMENT OF TREASURY

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

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

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

CLOSING DATE: 01 February 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 or subjects should be mentioned in the CV), driver’s license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their application is delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to
have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Candidates will also be subjected to a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POST

POST 02/51: SENIOR HUMAN RESOURCES ADMINISTRATION CLERK REF NO: FSPT: 001/19

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

CENTRE: Bloemfontein


DUTIES: Administer conditions of service/service benefits (Leave, housing, injury on duty, terminations, long service recognition, overtime, pension, resettlement, incapacity leave, transfers, etc.). Effect new appointments, promotions transfers and resignations on Persal. Effect confirmation of probation of qualified employees on Persal. Prepare statistics on all related conditions of service/service benefits issues. Respond to general human resources enquiries.

ENQUIRIES: Mr. W van Zyl Tel No: (051) 405 5266
PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

MANAGEMENT ECHelon

POST 02/52 : DIRECTOR REF NO: REFS-001290
Directorate: Clinical Forensic Medical Services
(Re-Advertisement)

SALARY : R1 005 063 per annum (All Inclusive Package)
CENTRE : Forensic Medical Service – Head Office
REQUIREMENTS : An appropriate (NQF level 7) Degree/Diploma in Nursing or Health related field. A
minimum of five years or more relevant experience at Middle/Senior management
level in Clinical Forensic Medical Services. Excellent Strategic capability and
Leadership skills; good planning and organising skills; good negotiation and
conflict management skills. Proven track record of managing change management
initiatives and applying innovative thinking. Sound interpersonal relations.
Computer literacy. Management in field of clinical Forensic Medical Services will
be an added advantage.

DUTIES : Strategic capability and leadership by ensuring appropriate internal controls and
reporting systems. Direct and manage the provision of clinical forensic medical
service to ensure that required standards are met and maintained. Direct and
manage the provision of medical services to offenders at Correctional Centres.
Ensure that policies and/or guidelines relevant to this area are developed and
approved. Manage human resource aspects of the directorate. Manage the
financial aspects of the directorate. Support and promote the strategic intent of the
Gauteng Health Turnaround Strategy, specifically violence and other clinical
forensic medical cases especially violence against women and children. Manage
and support victims of violence especially domestic violence, sexual and gender-
based violence. Create a friendly environment for diagnosis and reporting cases
of clinical forensic nature especially violence against women and children.

ENQUIRIES : Dr Mosou Morule Tel No: 082 448 0917
APPLICATIONS : Applications must be forwarded or hand delivered to Forensic Pathology Service,
PO BOX 7128, Johannesburg, 2000

NOTE : All applicants that have previously submitted their applications before need not re-
apply as their received applications will still be considered. Please note successful
candidate will be subject to OHS medical surveillance as required in the HBA
regulations within the OHS act 85 of 1993. Applications must be submitted on form
283, obtainable from any Public Service Department or on the internet at
www.dpsa.gov.za/documents. The Completed and signed form should be
accompanied by a recently updated CV specifying all experience indicating the
respective dates (MM/YY) as well as indicating three reference persons with the
following information: name and contact number(s), email address and an
indication of the capacity in which the reference is known to the candidate as well
as certified copies of all qualification/s and ID document( no copies of certified
copies allowed, certification should not be more than three (3) months old).
Suitable candidates will be subjected to Personnel Suitability Checks (criminal
record, citizen, credit record checks, qualification and employment verification).
Confirmation of final appointment may be subject to a positive security clearance.
All non-SA citizens must attach a certified proof of permanent residence in South
Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by
the South African Qualifications Authority (SAQA). Failure to submit all the
requested documents will result in the application not being considered. The
persons appointed to this position will be subjected to a security clearance. SMS
candidates will be required to undergo a Competency Assessment as prescribed
by the DPSA. All shortlisted candidates for SMS positions will be required to
undergo a technical exercise that intends to test the relevant technical elements of
the job. Gauteng Department of Health reserves the right to utilise practical
exercises / tests for non-SMS positions and during the recruitment process.
(Candidates who are shortlisted will be informed accordingly) to determine the
suitability of candidates for the post(s). GDOH also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

CLOSING DATE : 01 February 2019

OTHER POSTS

POST 02/53 : HEAD CLINICAL UNIT EMERGENCY MEDICINE REF NO: MHCUEM/FERH/01

Directorate: Emergency Medicine Department

SALARY : R1 643 352 – R1 744 191 per annum

CENTRE : Far East Rand Hospital

REQUIREMENTS : Basic Medical Degree (MBCHB). Postgraduate qualification in Emergency Medicine Specialist. Proof of current registration with the HPCSA as Emergency Medicine Specialist. Minimum of 3yrs appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Speciality or recognised Sub-Speciality. Appropriate teaching and learning skills and demonstrate research skills. Ability to perform appropriate function within the field of expertise. Assessment, diagnosis and management of patients within the field of specialty. Good communication and supervisory skills. Ability to work within a team. Stress tolerance and self-confidence.

DUTIES : Management of designated areas of responsibility. Drawing up of protocols for patients in the field of expertise. Collaboration and consultations with other disciplines. Providing consultative support services to peripheral institutions.

ENQUIRIES : Dr. Lobo, Clinical Manager
Tel No: (011) 812 8546/8561

APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Applications must be submitted on Z83 form obtainable from any public service or the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV with detailed description of duties and names of two or more referees who are previous supervisors, certified Copies of all Qualifications and ID document (certification not more than 3months old). It is the applicant responsibility to have foreign qualifications evaluated by SAQA. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only, if you have not been contacted within 3 months after the closing date please accept that your application was not successful. The Gauteng Department of Health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE : 01 February 2019

POST 02/54 : HEAD CLINICAL UNIT GRDE 1 REF NO: HCU/HJH/001/01/19

Directorate: Anaesthetic

SALARY : R1 643 352 (all-inclusive Package)

CENTRE : Helen Joseph Hospital

REQUIREMENTS : Education: Basic Medical Degree (MBBCH) or equivalent. Postgraduate Degree in Anaesthesia. Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Anaesthesia. Proof of current registration as a Specialist Anaesthetist with the HPCSA for a period exceeding five (5) years, with a valid, unattached Code 08 Driver's License. The applicant must be willing to work as a joint appointment between Helen Joseph Hospital and University of Witwatersrand.

DUTIES : Clinical: Overall in-charge of Anaesthesia department. Coordinate and supervise clinical care and treatment of patients in Anaesthesitisa department. Participation in commuted overtime option C. Academic participation in Anaesthesia department at the University. Management / Administration: Adminstrate and coordinate all Anaesthesia activities. Construct rosters for the provision of 24-hour medical care. Assist with Clinical governance and quality assurance according to National Core
Standards within the Anaesthesia department. Advance protocol development, policy implementation, and norms and standards for Anaesthesia department. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Cooperation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Helen Joseph Hospital. Cost-containment within Anaesthesia department in accordance with the hospital's cost-saving plan. Spearhead projects in accordance with the operational plan of the Clinical Services Management unit. Management of Other Remunerative Work (ORW) for self and other clinical staff. Academic: Participation in the academic duties of Wits Anaesthesia and related departments. Performance of research within the department. Supervision of research within the department and MMed students. Provide guidance on issues pertaining to academic development of Clinicians. Teaching: Develop and enhance training and development of healthcare workers in Anaesthesia department. Training and supervision of Senior Registrars, Registrars, Medical Officers, Medical Interns and Medical Students - This includes tutorials, teaching, ward rounds and skills development. The successful candidate will also be required to provide medical support and guidance to Nursing and Anaesthesia staff. Interpersonal Engagement: Patient first mentality, general management skills, excellent communication skills, good professional judgment, integrity and professional dependability, leadership experience, coaching and mentoring experience of clinical staff.

ENQUIRIES: Chief Executive Officer Dr. F Benson Tel No: 011 489 1070
APPLICATIONS: Applications should be submitted at the Helen Joseph Hospital, No14 Perth Road Auckland Park. Human Resource Department
NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test. Candidates who previously applied are welcomed to apply.

CLOSING DATE: 01 February 2019
POST 02/55: MEDICAL MANAGER GRADE 1 REF NO: MADMAN/PHOL/0100/01/19 (X2 POSTS)


DUTIES: To manage hospital Clinical Services/ Department and Clinical Support to ensure its effective and efficient delivery of quality service. Ensure integration of Clinical Services, Clinical Support Services and Nursing service. Develop, implement, monitor and evaluate operational plans for Clinical Services and Clinical Support Service. Co-operation, liaison and communication with stakeholders. Responsible for managing Medico- Legal risk and ethical dilemmas. To ensure the implementation of policies and protocols. To carry out tasks as delegated by the CEO. Manage Finance and Human Resource of Clinical Services.

ENQUIRIES: Dr A Mthunzi (011) 812 5000
NOTE: The institution reserves the right not to fill the post.
CLOSING DATE: 01 February 2019
POST 02/56  :  SPECIALIST ANAESTHESIOLOGIST REF NO: SPECANAE/HJH/002/01/19  
Directorate: Anaesthesiologist  
SALARY :  R1 051 368 – R1 115 874 per annum (all-inclusive package)  
CENTRE :  Helen Joseph Hospital  
REQUIREMENTS :  MBChB degree and registration with HPCSA as a Specialist. Good Leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal relations skills. Good resource management, problem solving and decision-making skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with a diverse team. The applicant must be willing to work in Helen Joseph and Rahima Moosa Hospitals. He/she will be part of joint staff with Wits University.  
DUTIES :  Direct clinical service provision with the assigned clinical department. Provide direct clinical leadership to the department. Formulate treatment guidelines and protocols for the department. To oversee training and supervision of junior doctors. Organize departmental clinical meetings with doctors, nurses and other category of clinical staff within the unit. Attend meetings of heads of clinical unit and make meaningful contribution in these meetings. Manage any medical adverse events within the unit and report them to the clinical manager. Oversee and manage administrative duties of the unit. Give support to the clinical manager.  
ENQUIRIES :  Dr. DR Monika, Roland. Monika @gauteng.gov.za Tel No: 0114890974  
APPLICATIONS :  Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park.  
NOTE :  Kindly take note that successful candidates will be subject to security clearance, Citizenship verification and any other Recruitment and Selection compliance measures. Applications to be submitted on a signed and dated Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Applications should have annual HPCSA renewal and HPCSA certificate attached and certified. All documents to be certified.  
CLOSING DATE :  01 February 2019  
POST 02/57  :  MEDICAL SPECIALIST (INTERNAL MEDICINE) REF NO: MEDSPEC/FERH/JAN01  
Directorate: Medical  
SALARY :  
Grade 1:  R1 051 368 – R1 115 874 per annum (all-inclusive package)  
Grade 2:  R1 202 112 – R1 275 885 per annum (all-inclusive package)  
Grade 3:  R1 395 105 – R1 744 191 per annum (all-inclusive package)  
CENTRE :  Far East Rand Hospital  
REQUIREMENTS :  Appropriate qualification that allows registration with HPCSA as a medical specialist in the internal medicine. Proof of current registration.  
DUTIES :  The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors. Willing to do commuted overtime.  
ENQUIRIES :  Dr PS Lobo, Tel No: 011 812 8546  
APPLICATIONS :  Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs  
NOTE :  
Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.  
CLOSING DATE :  01 February 2019
POST 02/58 : MEDICAL OFFICER GRADE 1 -3
Paediatric Department

SALARY :
Grade 1: R780 612 per annum (all-inclusive package) Ref No:
MO/PHOLO/0200/01/19
Grade 2: R892 551 per annum (all-inclusive package) Ref No:
MO/PHOLO/0300/01/19
Grade 3: R1 035 831 per annum (all-inclusive package) Ref No:
MO/PHOLO/0400/01/19

CENTRE : Pholosong Hospital

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

DUTIES :
Sound knowledge of management of emergency medical, Obstetrics & Gynaecological and paediatrics conditions. Leadership skills including but not limited to conflict resolution. Attend relevant administrative meetings like mortality, near miss and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Committed overtime is compulsory.

ENQUIRIES :
Dr NM Makgana Tel No: (011) 812 5000

APPLICATIONS :
Application must be submitted on a Z83 form, certified copies of Identity Document, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1550 or can be posted to Private Bag X4, Brakpan, 1540

NOTE :
The institution reserves the right not to fill the post.

CLOSING DATE :
01 February 2019

POST 02/59 :
MEDICAL OFFICER GRADE 1 -3 (OBSTETRICS & GYNAECOLOGY)

SALARY :
Grade 1: R780 612 per annum (all-inclusive package) Ref No:
MO/PHOLO/0500/01/19
Grade 2: R892 551 per annum (all-inclusive package) Ref No:
MO/PHOLO/0600/01/19
Grade 3: R1 035 831 per annum (all-inclusive package) Ref No:
MO/PHOLO/0700/01/19

CENTRE :
Pholosong Hospital

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

DUTIES :
Sound knowledge of management of emergency medical, Obstetrics & Gynaecological and paediatrics conditions. Leadership skills including but not limited to conflict resolution. Attend relevant administrative meetings like mortality, near miss and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Commited Overtime Is Compulsory.

ENQUIRIES :
Dr NM Makgana Tel No: (011) 812 5000

APPLICATIONS :
Application must be submitted on a Z83 form, certified copies of Identity Document, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1550 or can be posted to Private Bag X4, Brakpan, 1540
NOTE: The institution reserves the right not to fill the post.

CLOSING DATE: 01 February 2019

POST 02/60: MEDICAL OFFICER GRADE 1 - 3 (INTERNAL MEDICINE)

SALARY:
Grade 1: R780 612 per annum (all-inclusive package) Ref No: MO/PHOLO/0800/01/19
Grade 2: R892 551 per annum (all-inclusive package) Ref No: MO/PHOLO/0900/01/19
Grade 3: R1 035 831 per annum (all-inclusive package) Ref No: MO/PHOLO/0110/01/19

CENTRE: Pholosong Hospital

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

DUTIES:
Sound knowledge of management of emergency medical, Obstetrics & Gynaecological and paediatrics conditions. Leadership skills including but not limited to conflict resolution. Attend relevant administrative meetings like mortality, near miss and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Participate in multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Committed overtime is compulsory

ENQUIRIES: Dr NM Makgana Tel No: (011) 812 5000
APPLICATIONS: Application must be submitted on a Z83 form, certified copies of Identity Document, Qualifications to be attached. Applications must be submitted at Pholosong Hospital, 1067 Ndaba Street, Tsakane, 1550 or can be posted to Private Bag X4, Brakpan, 1540

NOTE: The institution reserves the right not to fill the post.

CLOSING DATE: 01 February 2019

POST 02/61: MEDICAL OFFICER GRADE 1 REF NO: MO/HJH/700/01/19

Directorate: Anaesthesia

SALARY: R780 612 – R1 035 831 per annum (all-inclusive package)

CENTRE: Helen Joseph Hospital

REQUIREMENTS:
Appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Registration with HPCSA as a Medical Practitioner and proof of current registration. Experience in Anaesthesia will be an added advantage.

DUTIES:
Clinical Care: Facilitate a holistic approach to patient care within the multidisciplinary team. Administrative Duties: Keep statistics of patients seen as directed by the line Manager. Facilitate optimal running of clinical services. Assist in updating protocols and SOPs as required by the Clinical departments and ensuring that they are being followed. Training and CME: In-service training of Medical students. Nurses and Supplementary Health Professions. Attendance of academic meetings and acquiring necessary CPD points. Keep abreast with developments in the medical field. Networking: Liaise with local community Clinics to assist them with telephonic consults and when needed facilitate transfer of the patient. Arrange referral for patients requiring services not offered by Bhekz Mlangeni District Hospital. Legislation and Policies and Procedures: Familiarize self with rules and regulations with the Health Act and other relevant legislations. Comprehensive understanding of the rights of patients in terms of employment.

ENQUIRIES: Dr. Monika, Roland. Monika@gauteng.gov.za, Tel No: (011) 489 0974
APPLICATIONS: All documents to be certified. Applications should be submitted at Helen Joseph Hospital HR department

NOTE: Kindly take note that successful candidates will be subject to security clearance, Citizenship verification and any other Recruitment and Selection compliance measures. Applications to be submitted on a signed and dated Z83 form with a
C.V, Certified copies of I.D and Qualifications to be attached. Applications should have annual HPCSA renewal and HPCSA certificate attached and certified.

CLOSING DATE: 01 February 2019

POST 02/62: REGISTRAR REF NO: REG/UPOHC/00100/01/19
Directorate: Periodontics and Oral Medicine

SALARY: R780 612 – R816 264 per annum (All-inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: BChD or equivalent qualification. Registered with the HPCSA as a Dentist in the category Independent Practice. Completed primary subjects, Anatomy, physiology, General Pathology and Oral Biology for specialisation. College of Dentistry (CMSA) primaries are not accepted. At least two years’ general dental practice experience. Recommendations: Good academic record. Additional qualifications. Proven interest in the field of periodontics, Oral Medicine and Implantology. Participation in Periodontal, Oral Medicine Implantology related courses recognised by the HPCSA for credits towards the requirements for Continuing Professional Development.

DUTIES: The successful candidates will be expected to carry out responsibilities and requirements necessary for the completion of MChD degree in Periodontics and Oral Medicine, teaching and supervision of undergraduate students, rendering of service to patients, assisting in departmental refresher courses for general practitioners, performing administrative and management duties, and undertaking research linked to the requirements of the course.

ENQUIRIES: Prof J.C. Marnewick Tel No: 012 319 2688
APPLICATIONS: Quoting the relevant reference number. Direct applications to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5705.

NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE: 01 February 2019

POST 02/63: REGISTRAR REF NO: REG/UPOHC/00200/01/19 (X2 POSTS)
Directorate: Orthodontics

SALARY: R780 612 – R816 264 per annum (All-inclusive package)
CENTRE: University of Pretoria Oral Health Centre
REQUIREMENTS: Qualified as a Dentist. Minimum of two years post community service experience. Registration with the HPCSA in the Independent Practice Category. Recommendations: Good pre-graduate orthodontics record, postgraduate qualifications, primary subjects and proven interest in field of Orthodontics.

DUTIES: In addition to fulfilling the requirements of a MChD Degree in Orthodontics, the successful candidates will also participate in proving service to patients, teaching and training of undergraduate dental students, contribute toward the research output in the Department as well as assist in the continuing education courses and general administration.

ENQUIRIES: Prof S.M Dawjee. Tel No: 012 319 2448
APPLICATIONS: Quoting the relevant reference number. Direct applications to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5705.

NOTE: Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted
candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 01 February 2019

POST 02/64 : REGISTRAR REF NO: REG/UPOHC/00300/01/19
Directorate: Prosthodontics

SALARY : R780 612 – R816 264 per annum (All-inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : BChD or equivalent qualification. Registered with the HPCSA as a Dentist in the category Independent Practice. Completed primary subjects, Anatomy and Physiology for specialization. At least two years’ general dental practice. Recommendations: Good academic record. Additional qualifications. Proven interest in the field of Prosthodontics. Participation in Prosthodontically related courses recognized by the HPCSA for credits towards the requirements for Continuing Professional Development.

DUTIES : The successful candidates will be expected to carry out responsibilities and requirements necessary for the completion of MChD degree in Prosthodontics, teaching and supervision of undergraduate students, rendering of service to patients, assisting in departmental refresher courses for general practitioners, performing administrative and management duties, and undertaking research linked to the requirements of the course.

ENQUIRIES : Prof LM Sykes Tel No: 012 319 2681
APPLICATIONS : Quoting the relevant reference number. Direct applications to Ms. I Swart, Human Resource Management at Louis Botha A Building, Room 1.28, Dr. Savage Road, Riviera, Pretoria, or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5705.

NOTE : Attach certified copies of your qualifications, identity book, curriculum vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 01 February 2019

POST 02/65 : REGISTRAR (MEDICAL): FAMILY MEDICINE REF NO: REG/FAMMED/SGDHS.01/01/19
Registrar (Medical): Family Medicine
Directorate: Health (Family Medicine)

SALARY : R780 612 per annum (plus benefits)
CENTRE : Southern Gauteng District Health Services (Johannesburg Health District, Ekurhuleni Health District, Sedibeng Health District, West Rand Health District)
REQUIREMENTS : MBChB or equivalent. Candidates must be registered with the Health Professions Council of South Africa (HPCSA), in good standing and have completed Community Service. A minimum of one-year experience as a Medical Officer is preferred. Appointment will be dependent on academic registration for an MMed (Family Medicine) degree with the University of Witwatersrand. Preference will be given to South African citizens and permanent residents. Other Skills: Knowledge of relevant legislation, regulations, health programmes and policies within the South African medical sector. Good communication, problem solving and interpersonal skills. Exemplifies tolerance, diligence and empathy when working up and down the organogram. Programme planning, implementation and evaluation skills are a plus, Computer literacy, particularly with Microsoft Office.

DUTIES : Support the provision of the following services: PHC in the District as per prescribed rotations; patient care in the regional hospital complex, satellite clinics and hospitals as per prescribed rotations, inter alia, through the management of problem cases; support of junior doctors; supervision of students and trainees; and provision of emergency medical care. Complete the rotations required within the regional hospital complex and district as prescribed by the family medicine training
programme and the Supervisor of Registrar Training/Head of Clinical Unit. Be actively involved in all aspects of the Family Medicine Department's academic, teaching and clinical programmes. Participate fully in training activities such as Registrar meetings, family medicine training in the District and in hospitals and the CPD programmes. Complete the clinical and academic requirements for registration as a family physician, including obtaining the MMED degree. Support the development of quality assurance/improvement. Conduct research in Primary Care.

ENQUIRIES:
- Dr Jimmy Akii @ 071 678 5777 (Johannesburg District Health Services)
- Dr Sam Agbo Tel No: (011) 878-8548 (Ekurhuleni District Health Services)
- Dr Aswin Kalain @ 083 468 6922 (Sedibeng District Health Services)
- Dr Michel Mpangula @ 079 108 4323 (West Rand District Health Services)
- General Enquiries: Prof Olufemi Omole (Academic Head) @ 079 523 5318 or Prof Laurel Baldwin-Ragaven (Clinical Head) @ 079 162 5228

APPLICATIONS:
- For Ekurhuleni District Health Services: Department of Human Resources Management, West Wing, 40 Catlin Street, Germiston, 1401. Private Bag X1005, Germiston 1400.
- For Sedibeng District Health Services: Department of Human Resources Management, Cnr. Frikkie Meyer Ave and Pasteur Blvd, Vanderbijlpark. Private Bag X023 Vanderbijlpark 1911
- For West Rand District Health Services: Department of Human Resources Management, Corner Vlei & Luipaard St, Krugersdorp, Johannesburg, 1740. Private Bag X2053, Krugersdorp 1739.

NOTE:
Applications must be completed using a Z83 form. Certified copies of original required documents must be attached and submitted to the relevant district office. Appointment as a registrar is for a maximum of 4 years and this is subject to satisfactory academic progression in the MMED program. Opportunities for Family Medicine registrar training are available in the following Health Districts. The Wits Family Medicine Division reserves the right to place registrars in any one or none of the four Southern Gauteng Districts.

CLOSING DATE:
01 February 2019

POST 02/66:
PBN3 OPERATIONAL MANAGER SPECIALTY (PAEDIATRICS) REF NO:
OPSMAN/KPTH/100/01/19
Directorate: Nursing Department

SALARY:
R532 449 – R599 274 per annum (plus benefits)

CENTRE:
Kalafong Provincial Tertiary Hospital

REQUIREMENTS:
Grade 12. Basic R425 qualification (i.e. Diploma /Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of 1 year, accredited with the SANC in Child Nursing Science. Minimum of 9 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in general nursing, at least 5-years of period referred to above must be appropriate / recognizable experience in the specialty (Paediatrics) after obtaining the 1-year post-basic qualification in the specific specialty. Current 2018 and/or 2019 proof of registration with SANC. Proof of service records. Diploma in Nursing Administration / Management as well as Nursing Education will be an added advantage. Computer literacy and driver’s license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act, etc. Skills Required: Leadership, organizational, decision making and problem-solving abilities within the limit of the Public Sector institutional policy framework. Computer skills in basic programmes. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counselling.

DUTIES:
Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and
utilization of Human Financial resources. Coordination of provision of effective
training and research. Provision of effective support to nursing services. Maintain
professional growth/ethical standards and self-development. Display a concern for
patients, promoting, advocating and facilitating proper treatment and care and
ensuring that the unit adheres to the Batho Pele Principles and patient cantered
nursing care. Ensure clinical nursing practice by the nursing team in accordance
with the scope of practice and nursing standards. Promote quality of nursing care
as directed by the professional scope of practice and standards as determined by
the health facility.

ENQUIRIES: Mr. O.E. Cebisa, Tel No: (012) 318-6637
APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human
Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at
Kalafong Security Gate and sign in register book Applicants must indicate the post
reference number on their applications.

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

CLOSING DATE: 01 February 2019
POST 02/67: ASSISTANT MANAGER- NURSING - PNA-7 REF NO:
Directorate: Nursing
SALARY: R532 449 – R617 253 per annum (all-inclusive package)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Registration with S.A.N.C as a Professional nurse with General. Minimum of (8)
years’ experience post registration. Three (3) years’ experience in Hospital
Management as an Operational Manager. Diploma / Degree in Nursing
Administration /Management. Diploma/Degree in Nursing Education will be an
added advantage. Knowledge of nursing care processes and procedures, nursing
strategy, nursing statutes, core standards and other relevant frameworks such as:
Nursing Act, OHS Act, Patient Rights Charter, Batho Pele principles, Public
Service regulations, Labour Relations Act, Disciplinary Code and Procedure,
Grievance Procedure, etc. Skills: Leadership, Organizational, decision making and
problem-solving abilities within the limit of the public sector and institutional policy
framework. Financial and budgetary knowledge pertaining to the relevant resource
under management. Insight into procedures and policies pertaining to nursing
care. Computer skills in basic programs. Personal: Responsiveness, Pro-
activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operations, Team
player, Supportive, Assertive. Ethical standards are a requisite and upholding the
organizational culture.

DUTIES: Delegate, supervise and coordinate provision of effective and efficient patient care.
Initiate and participate in health promotion to ensure consistent communication of
relevant accurate information on health care. Develop/ establish and maintain
constructive working relationships with nursing and other stakeholders (inter-
professional, inter-sectorial and multi-disciplinary team work). Participate in the
analysis, formulation and implementation of nursing guidelines, practices,
standards and procedures. Monitor and ensure proper utilization of financial and
physical resources. Manage Human Resources and ensure skilling and quality
care in the department.

ENQUIRIES: Ms T.G Baloyi Tel No: (011) 489 0896
APPLICATIONS: Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department.

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

CLOSING DATE: 01 February 2019

POST 02/68: OPERATIONAL MANAGER GENERAL STREAM PNA-5 REF NO: OPSMAN/900/01/19 (X2 POSTS)
Directorate: Nursing

SALARY: R420 318 – R473 067 per annum (all-inclusive package)

CENTRE: Helen Joseph Hospital

REQUIREMENTS: Grade 10 or 12 Certificate. Registration with SANC as a Professional Nurse, Diploma or Degree in Nursing Science. Minimum of seven (7) years’ experience as a professional Nurse. Willing to work shifts when need arises Ability to function in a multi-disciplinary setting. Ability to function under stressful situations.

DUTIES: Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running Develop policies and protocols for the Department, Supervision and control of all material resources and manage costs Strict control of equipment and budget of the department, Liaise with Hospital administration regarding complex issues Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit, Ability to deal with conflict and knowledge of DoH policies, Ensure and have knowledge of national core standards, Ensure training needs are met by staff, Quality patient care with prevention of serious adverse events, Programme of skilling staff through in-service and demonstration, Develop systems to ensure efficient running of the ward, Ensure health value to patients, Conduct PMDS of all staff in the department.

ENQUIRIES: Ms T.G Baloyi Tel No: (011) 489 0896

APPLICATIONS: Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department

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

CLOSING DATE: 01 February 2019

POST 02/69: ASSISTANT DIRECTOR: SENIOR DATABASE ADMINISTRATOR REF NO: ASSTDIR/HJH/400/01/19 (X2 POSTS)
Directorate: Administration

SALARY: R356 289 – R419 679 (all-inclusive Package)

CENTRE: Helen Joseph Hospital

REQUIREMENTS: National Diploma or bachelor’s Degree in Computer Science/ Statistical or equivalent qualification; 3 years’ experience in a health data base administration of which 1 year should be at a Supervisory level. Training of DHIS Web Application. Use statistic to inform operational planning serve as the custodian of a hospital information. Manage personnel and other resources effectively; Ensure implementation of data collection systems, procedures and processes. Provide statistical support to all departments. Co-ordinate and facilitate request for information from various stakeholder. Skills and Competencies: Sound knowledge of data collection and validation and analysis process; Knowledge and understanding of computer applications especially spreadsheets, database and
operating systems Communication skills (verbal and written); Computer literacy (MS office) (Attach certificate); Ability to work under pressure and independently; Efficient and resourceful; Ability to operate/interface with information management technical systems; Ability to initiate and plan information systems projects. Strong mathematical and analytical skills. KPA: Manage data collection tools to meet identified information Requirements. Convert statistical data into information formats. Facilitate the technical running of the Department’s data base administration.

ENQUIRIES
CEO Dr. F Benson Tel No: 011 489 0306

APPLICATIONS
Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department

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

CLOSING DATE
01 February 2019

POST 02/70
ASSISTANT DIRECTOR RISK AND SECURITY REF NO: ADRISK/BMDH/40010/01/19
Directorate: Risk and Security

SALARY
R356 289 (Plus Benefits)

CENTRE
Bheki Mlangeni District Hospital

REQUIREMENTS
A relevant bachelor’s degree/diploma in risk management. At least three (3) years relevant experience at supervisory level in risk and security management. Understanding of the relevant legislation and policies framework. Public finance management act (PFMA), treasury regulations and guidelines. Public sector risk management framework. Public service anti-corruption strategy and departmental anti-corruption measures. Principles of enterprise risk management governance and accountability. Internal control and assurance. ERM concepts, framework and methodologies. King report on corporate governance. Knowledge of minimum physical security standards (MPSS), minimum information security standards (miss), security breaches, investigations, security awareness programme, occupational health and safety act (OHSA) and fire regulations. Good communication (verbal and written), interpersonal, computer (MS Office Packages), report writing, knowledge of performance management system development, conflict resolution and, auditing, disaster and recovery plan. Departmental policies and procedures. Driver’s license.

DUTIES
manage security guard services, liaise regularly with NIA, saps and risk management directorate of the department of health (DOH). Implement the department security policy and minimum information. Implement the ERM implementation plan. Implement risk assessment methodologies, models and systems. Facilitate the assessment of identified risks. Facilitate the compilation of operational risk registers. Facilitate the development of risk response strategies (mitigate plans). Report all relevant ERM matters including, findings risk positions and recommendations to relevant stakeholders. Establish and maintain a risk management philosophy and culture within the organization. Manage and coordinate of risk management with all assurance providers. Coordinate the activities of risk management committee and perform the secretariat function. Implementation of security policies standards. Assess and improve the effectiveness of security measures and procedures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Develop and implement procedures for the movement of movable assets and information documents. Maintain records of information security breaches/incidents. Recommend interventions/ improvements/ disciplinary measures where appropriate. Compile and provide management reports. Hold regular meetings with security service
providers. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff.

**ENQUIRIES**
Ms RS Mabyana Tel No: 010 345 0970

**APPLICATIONS**
Applications must be submitted to: HR department at Bheki Mlangeni District Hospital or posted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868.

**NOTE**
people with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process applications received after closing date will not be accepted. The department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the department. Please note: the public service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**
01 February 2019

**POST 02/71**
ASSISTANT DIRECTOR: SENIOR DATABASE ADMINISTRATOR REF NO: ADSNR/HJH/800/01/19
Directorate: Administration

**SALARY**
R356 289 – R419 679 (all-inclusive Package)

**CENTRE**
Helen Joseph Hospital

**REQUIREMENTS**
National Diploma or bachelor’s Degree in Computer Science/ Statistical or equivalent qualification; 3 years’ experience in a health data base administration of which 1 year should be at a Supervisory level. Training of DHIS Web Application.

**DUTIES**
Use statistic to inform operational planning serve as the custodian of a hospital information. Manage personnel and other resources effectively; Ensure implementation of data collection systems, procedures and processes. Provide statistical support to all departments. Co-ordinate and facilitate request for information from various stakeholder. Skills and Competencies: Sound knowledge of data collection and validation and analysis process; Knowledge and understanding of computer applications especially spreadsheets, database and operating systems Communication skills (verbal and written); Computer literacy (MS office) (Attach certificate); Ability to work under pressure and independently; Efficient and resourceful; Ability to operate/interface with information management technical systems; Ability to initiate and plan information systems projects. Strong mathematical and analytical skills. Key Performance Areas: Manage data collection tools to meet identified information Requirements. Convert statistical data into information formats. Facilitate the technical running of the Department’s data base administration.

**ENQUIRIES**
CEO Dr. MR Billa Tel No: 011 489 0306

**APPLICATIONS**
Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department

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

**CLOSING DATE**
01 February 2019
POST 02/72 : DIETITIAN PRODUCTION GRADE 1 REF NO: DIETPRO/HJH/110/01/19 (X2 POSTS)

Directorate: Allied

SALARY : R300 828 - R342 357 per annum (all-inclusive package)

CENTRE : Helen Joseph Hospital

REQUIREMENTS : Relevant degree or post graduate Diploma in Dietetics: B.SC/B Degree in Dietetics: 4 year integrated or 3-4 years plus 1-year post graduate. Completed Community Service (After 2003). Registered with the Health Professional Council of South Africa (HPCSA). Proof of yearly annual renewal. Experience: Completed Community service successfully.

DUTIES : To provide optimal nutritional patient care to both in and out patients in all the units. To ensure training and education for all categories of health professionals as well as Dietetic student training. Health promotion: Implementation and coordination of health days. To perform therapeutic management duties. To coordinate clinical nutrition and food service management. To implement and monitor quality assurance and National Core Standards. Administrative accountability through keeping statistics and effective recordkeeping as prescribed. Must be able to function in a multidisciplinary team. Adhering to the Public Financial Management Act.

ENQUIRIES : Ms. E. Henning Tel No: (011) 489 0364

APPLICATIONS : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department

NOTE : Kindly take note that successful candidates will be subject to security clearance, Citizenship verification and any other Recruitment and Selection compliance measures. Applications to be submitted on a signed and dated Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Applications should have annual HPCSA renewal and HPCSA certificate attached and certified. All documents to be certified.

CLOSING DATE : 01 February 2019

POST 02/73 : STATION MANAGER GRADE 3 TO 6 REF NO: STAMAN/EMS/3001/01/19 (X9 POSTS)

Directorate: Emergency Medical Services

SALARY : R299 475 - R340 830 (plus benefits)

CENTRE : Various District

REQUIREMENTS : Grade 12 certificate or equivalent qualification/ECT/CCA/ with 3-year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PrDP, Registration certificate and current registration with HPCSA. Supervisory experience is compulsory.

DUTIES : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have an inventory of all resources at the station. Assist the District Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within the operational area. Ensure effective control and be accountable over resources in the station. Undertake any other duties as allocated by management. Ensure station comply with OHS standards in respect of medical waste storage and disposal.

APPLICATIONS : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 halfway house 1685

ENQUIRIES : Mr. T Mnisi Tel No: (011) 564 2026

NOTE : Eligible candidates will be subjected to a medical, practical, theoretical, computer and driving evaluation(s)
CLOSING DATE : 01 February 2019

POST 02/74 : PHYSIOTHERAPIST PRODUCTION GRADE 1 - 3
Directorate: Allied

SALARY : Grade 1: R281 148 per annum (Plus benefits) Ref No: PHYPRO/HJH/400/01/19
Grade 2: R331 179 per annum (Plus benefits) Ref No: PHYPRO/HJH/500/01/19
Grade 3: R390 129 per annum (all-inclusive Package) Ref No: PHYPRO/HJH/600/01/19

CENTRE : Helen Joseph Hospital

REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 1-year community service completed. Sound knowledge of clinical theory, practice and ethics relating to the delivery of Physiotherapy services within a hospital setting. Knowledge of current health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills and good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure. Grade 1: No experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 2: A minimum of 10 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa.

DUTIES : Render effective patient centered physiotherapy service for in- and out-patients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment.

ENQUIRIES : Mrs. A. Rawat Tel No: 011 489-0334

APPLICATIONS : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department

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

CLOSING DATE : 01 February 2019

POST 02/75 : SHIFT LEADER GRADE 3 TO 6 REF NO: SHFTLEA/EMS/3002/01/19 (X9 POSTS)
Directorate: Emergency Medical Services

SALARY : R250 467 – R282 165 (plus benefits) Salary will be determined by experience attached to the professional category

CENTRE : Gauteng EMS Various Districts
**REQUIREMENTS**

Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 03-year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labour relations and OHS. Incident management and supervisory experience.

**DUTIES**

Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring compliance and report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions. Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyses trips sheet and patient assessment forms and report discrepancies to the station manager. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from external and internal sources. Compile reports, conduct investigations when required. Ensure compliance with service protocol and procedures. Undertake any other duties as allocated by management.

**ENQUIRIES**

Mr. V Mokobodi Tel No: (011) 564 2005

**APPLICATIONS**

Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 halfwayhouse 1685

**NOTE**

Eligible candidates will be subjected to a medical, practical, theoretical, computer and driving evaluation(s)

**CLOSING DATE**

01 February 2019

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**REQUIREMENTS**

Grade 12 Certificate 0-2 years’ experience in the Health Sector. Good interpersonal and communication skills. Ability to prioritize work, work under pressure and meet deadlines. Good writing and editing skills. Must be computer literate. Drivers licence. Must be willing to travel within the Gauteng Department of Health institutions.

**DUTIES**

Provide administrative tasks in accordance with the regulatory framework/ guidelines relating to general office functions. Receive, check and process documents before and after consideration by Mental Health Review Board members. Open individual user files and file documents. Track documents/ files. Maintain a register of periodic reports submitted or due and follow up overdue reports without delay. Maintain a register of quarterly reports on ECT, seclusion and mechanical restraint submitted or due and follow up overdue reports without delay. Record and file notices of emergency admission, transfer between hospital and discharges. Enter information in a record system and produce reports as required. Provide receptionist support services to the Mental Health Review Board. Record and track movement of documents in accordance with guidelines and instructions. File documents in a way which is orderly and enable easy access to information. Arrange meetings, parking and venues. Ordering of stationery. Perform administrative duties such as photocopying, faxing, postage and e-mailing of documents.

**ENQUIRIES**

Mr. T.E. Mathada Tel No: (011) 355 3038 / 071 685 7945

**APPLICATIONS**

Applications may be submitted at HR Department, Life Centre Building 45 Commissioner Street, Johannesburg or posted to Private Bag X085 Marshalltown 2107

**FOR ATTENTION**

Recruitment Section

**NOTE**

Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. The Department of Health supports and encourage persons with disabilities to apply.

**CLOSING DATE**

01 February 2019

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**REQUIREMENTS**

Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 03-year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labour relations and OHS. Incident management and supervisory experience.

**DUTIES**

Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring compliance and report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions. Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyses trips sheet and patient assessment forms and report discrepancies to the station manager. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from external and internal sources. Compile reports, conduct investigations when required. Ensure compliance with service protocol and procedures. Undertake any other duties as allocated by management.

**ENQUIRIES**

Mr. V Mokobodi Tel No: (011) 564 2005

**APPLICATIONS**

Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 halfwayhouse 1685

**NOTE**

Eligible candidates will be subjected to a medical, practical, theoretical, computer and driving evaluation(s)

**CLOSING DATE**

01 February 2019

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**REQUIREMENTS**

Grade 12 Certificate 0-2 years’ experience in the Health Sector. Good interpersonal and communication skills. Ability to prioritize work, work under pressure and meet deadlines. Good writing and editing skills. Must be computer literate. Drivers licence. Must be willing to travel within the Gauteng Department of Health institutions.

**DUTIES**

Provide administrative tasks in accordance with the regulatory framework/ guidelines relating to general office functions. Receive, check and process documents before and after consideration by Mental Health Review Board members. Open individual user files and file documents. Track documents/ files. Maintain a register of periodic reports submitted or due and follow up overdue reports without delay. Maintain a register of quarterly reports on ECT, seclusion and mechanical restraint submitted or due and follow up overdue reports without delay. Record and file notices of emergency admission, transfer between hospital and discharges. Enter information in a record system and produce reports as required. Provide receptionist support services to the Mental Health Review Board. Record and track movement of documents in accordance with guidelines and instructions. File documents in a way which is orderly and enable easy access to information. Arrange meetings, parking and venues. Ordering of stationery. Perform administrative duties such as photocopying, faxing, postage and e-mailing of documents.

**ENQUIRIES**

Mr. T.E. Mathada Tel No: (011) 355 3038 / 071 685 7945

**APPLICATIONS**

Applications may be submitted at HR Department, Life Centre Building 45 Commissioner Street, Johannesburg or posted to Private Bag X085 Marshalltown 2107

**FOR ATTENTION**

Recruitment Section

**NOTE**

Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. The Department of Health supports and encourage persons with disabilities to apply.

**CLOSING DATE**

01 February 2019
POST 02/77

DATA CAPTURER REF NO: DATACAP/PKTH/200/01/19

Directorate: Health Information Management

SALARY: R163 563 per annum (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Grade 12, Diploma/NQF Level 5 in Information Management Science or Epidemiology Statistics or related 5 years’ experience as a DHIS Data Capturer. Advanced DHIS and Knowledge Management. More than 3-years working experience in Health environment. Computer literate with extensive knowledge of MS Excel, Word, PowerPoint, Outlook and Internet is compulsory. Analytical and numerical skills. Good communication, presentation, interpersonal, coordination and reporting skills. A valid driver’s licence is compulsory. Knowledge, Skills and Abilities: Strong numeracy skills and be able to create graphs and presentation using MS packages. Ability to draw data out of webDHIS. Basic skills in presenting information. Basic skills in data analysis. Basic filing and information management skills. Experience and knowledge in NIDS, DHIS definitions, indicators and structured way to capture data into system currently used.

DUTIES: Daily collection, collation and capturing of data and statistics from clinics and wards on to the webDHIS. Compilation of Portfolio of Evidence on compiled reports.

ENQUIRIES: Mr. O.E. Cebisa Tel No: (012) 318-6637

APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Applicants must indicate the post reference number on their applications.

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

CLOSING DATE: 01 February 2019

POST 02/78

EMERGENCY CARE OFFICER GRADE 3 (ILS) REF NO: EMRCAROFF/EMS/3003/01/19 (X60 POSTS)

Directorate: Emergency medical services

SALARY: R159 300 - R208 277 per annum (plus benefits)

CENTRE: Various Gauteng EMS Districts

REQUIREMENTS: Grade 12 certificate, Ambulance Emergency Assistant certificate, current and valid registration with HPCSA as an Ambulance Emergency Assistant, valid driver’s license code 10 and PDP. Previous experience in emergency care environment will be an added advantage.

DUTIES: Responsible for the treatment of patient within the scope of practice of Intermediate Life Support. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift.

ENQUIRIES: Mr V Mokobodi Tel No: 011 564 2005

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APPLICATIONS: Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685

NOTE: Eligible candidates will be subjected to a medical, practical, theoretical and driving evaluation(s)

CLOSING DATE: 01 February 2019

POST 02/79: QUEUE MARSHALL SUPERVISOR REF NO: QUEMAR/HJH/700/01/19
Directorate: Quality

SALARY: R136 800 – R161 148 per annum (all-inclusive package)

CENTRE: Helen Joseph Hospital

REQUIREMENTS: Minimum Grade 10 - 12 Certificate or ABET level 4. 1-year experience in hospital environment as courtesy officer. Must have trained as a care worker (3 or 6 months training) or currently training as a care worker. Basic CPR training will be an added advantage. Good verbal and written communication skills. Must be willing to work shifts and under pressure.

DUTIES: Lead and provide customer care. Apply Customers Care and Batho Pele Principles. Welcome patients and visitors. Direct clients to appropriate service areas of the Hospital. Control and Maintain order in waiting areas. Assist to screen patients in the waiting areas. Give health talks to waiting patients. Provide clean cups and water. Oversee/mend helpdesk and handle queries and complaints. Provide supervision to Courtesy marshals. Perform of any other duties as delegated by supervisor and ensure departmental objectives are met.

ENQUIRIES: Ms. M Mthezuka – Kganakga Tel No: 011 489 0873

APPLICATIONS: Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department

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

CLOSING DATE: 01 February 2019

POST 02/80: FOOD SERVICE AID LEVEL 2 REF NO: FSA/KPTH/300/19 (X8 POSTS)
Directorate: Human Nutrition Department

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

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Grade 10 and above or NQF Level 2. Knowledge of hygiene procedures and processes. Appropriate knowledge of food and food preparation. Good communication and interpersonal skills. Be able to work effectively within a team. Awareness of Batho Pele Principles. Previous experience in a Food Service / Food Related Sector will be an added advantage.

DUTIES: Ensure proper and effective catering service. Perform daily cleaning tasks; hygiene and sanitation in the kitchen. The preparation of food for normal; therapeutic diets and snacks. Assist with preparation of functions. Daily dishing up of food and distribution of meals to patient’s wards. Monitoring milk and bread issued to wards every morning. Transport food trolleys to different patient’s wards. Adhere to all Food Service Policies and Procedures. Be prepared to relieve in all areas of the Food Service Unit when required. Willing to undergo continuous training and development. Issuing of snacks and special diets to patients on therapeutic diets and where required. Milk kitchen duties when required. Be able to work shifts including weekends and Public Holidays.

ENQUIRIES: Dr. K.E Letebele-Hartell Tel No: (012) 318-6651

APPLICATIONS: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Applicants must indicate the post reference number on their applications.
Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the required documents will result in the application not being considered. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE: 01 February 2019

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS: Applications to be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107

CLOSING DATE: 01 February 2019

NOTE: Shortlisted candidates will be subject to pre-employment screening (vetting). Applications received after the closing date will be disqualified. Your Z83 form must be signed. Copies of qualifications and driver’s license copy must be certified. Persons from designated groups are encouraged to apply. Errors and Omissions will be rectified. The Department reserves the right not to fill the position(s).

OTHER POSTS

POST 02/81: DEPUTY DIRECTOR: HUMAN RESOURCES ADMINISTRATION
REF NO: REFS/003289
Branch: Corporate Services
Chief Directorate: Human Resources Management

SALARY: R697 011 per annum (An all-inclusive remuneration package)
CENTRE: Johannesburg

REQUIREMENTS: A relevant Bachelor’s degree in Human Resources Management or equivalent NQF Level 7 qualification with 5 years’ junior management experience. Proven competency and experience of 5 years operational Human Resources Management experience and related fields will be an added advantage. Knowledge and understanding of PERSAL, CORE, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act and its regulations, HR Policies and procedures. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. A valid drivers’ license.

DUTIES: To manage the Human Resources Administration sub-directorate. Provide operational leadership to the sub – directorate. Manage the sub – directorate resources including the budget in terms of the Public Finance Management Act and its regulations. To assist in the development and manage the implementation of policy guidelines on general employment practices including recruitment, appointment deployment, promotion, transfer and terminations services. To manage leave administration. Provide advice to line managers and employees on conditions of services including remuneration. Advise line managers and employees on conditions of services. Maintain and develop the Service Level Agreement (SLA’s). To compile, interpret statistics and relevant reports for management. Manage the submission of inputs on HR matters for annual reports and HR plan. Manage the conducting of internal and external audits.

ENQUIRIES: Mr. G. Taunyane Tel No: (011) 355 - 7526

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DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND DEVELOPMENT

POST NO: REFS/003290

Branch: Corporate Services
Chief Directorate: Human Resources Management

SALARY: R697 011 per annum (An all-inclusive remuneration package)
CENTRE: Johannesburg

REQUIREMENTS: A relevant Bachelor’s degree in Human Resources Management / Industrial Psychology or equivalent NQF Level 7 qualification in HRM. 3 - 5 year’s junior management experience in Human Resource Management - Organizational Development. Knowledge and understanding of Human Resource theory, practice and management; Knowledge of DPSA regulations and Ministerial Handbook; Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. CORE, BCEA, LRA, EEA, SDA, OHSA; A Valid Driver’s license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, Visio and / or Access); Experience with Government systems and Tools – OrgPlus; PERSAL; Equate/Evaluate System, Vulindlela and Business Process Mapping.

DUTIES: Overall management of the Organisational Development sub-directorate: Overseeing the development and implementation of business plans, outlining critical strategic/service delivery improvement interventions to be effected in accordance with the relevant legislation. Ensure the reviewing, re-designing, coordination and implementation of organisational structures and post establishment of the department; Manage and coordinate the job evaluation process within the department; Ensure the development of generic job profiles; Provisioning of HR Organisational Development Information Systems; Ensure the preparation of HR OD related monthly statistics e.g. vacancy rate, headcounts etc. Conduct research on HR OD matters; Coordinate the development of business improvements, standardisation of business processes and process information; Manage overall change management interventions; Assess the overall organization and units affected by change; Develop a change management strategy for the department; Design, develop and implement training and education programmes pertaining to change; Compile submission(s) on any development that relates to organizational structure, business processes, job evaluations, OSD’s and any directive from the Minister of Public Service and Administration (MPSA); Facilitate the creation of organisational development strategies that support the business strategy of the department; Supervise and manage staff; Plan, organize and control activities pertaining to the functions of the component; Provide a mentoring and quality assurance role to Organisational Development personnel.

ENQUIRIES: Mr. G. Taunyane Tel No: (011) 355 - 7526

ASSISTANT DIRECTOR: LEAVE ADMINISTRATION AND TERMINATIONS

POST NO: REFS/003292

Branch: Corporate Services
Chief Directorate: Human Resources Management

SALARY: R356 289 per annum (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: A relevant National Diploma / Bachelor’s degree or equivalent NQF Level 6 / 7 qualification in Human Resources Management with 3 – 5 years’ experience within the HR environment. Knowledge and understanding of: Human Resource theory, practice and management; human resource policies, procedures and guidelines; relevant human resource legislation e.g. Basic Conditions of Employment Act, Labour Relations Act and Employment Equity Act. A valid driver’s license.

DUTIES: Overall management of the division PILIR, Leave Administration and Termination of Services delivered by the unit to ensure continuous quality, quantity of the impact of services delivered linked to conditions of services. Develop/communicate/and manage the implementation of processes, procedures, programs, databases, quality assurance measures, service delivery improvements and strategies regarding PILIR, Leave Administration and Termination of Service functions. Establish control and monitoring mechanisms to ensure departmental
compliance with legislative requirements in scope PILIR, Leave Administration and Termination of Services processes and assertively manage non-compliance. Compile monthly, quarterly and annual management information reports.

ENQUIRIES: Mr. G. Taunyane Tel No: (011) 355 - 7526

POST 02/84: ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: REF/S00393
Branch: Corporate Services
Chief Directorate: Human Resources Management

SALARY: R356 289 per annum (plus benefits)
CENTRE: Johannesburg
REQUIREMENTS: A relevant National Diploma / Bachelor’s degree or equivalent NQF level 6 / 7 qualification in Human Resources Management with 3-5 years’ experience within the HR environment. Knowledge and understanding of Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act, PSA Regulations, HR Policies, procedures and guidelines. Good communication (verbal and written) skills, analytical thinking, report writing and problem solving skills. A Valid Driver’s license.

DUTIES: Overall management of the division Recruitment and Selection. Develop/communicate and manage the implementation of processes, procedures, programs, database and filling of vacancies. Develop, maintain and implement HR related polices and strategies. Monitor all career incidents on PERSAL and implement control measures, procedures and processes. Render guidance and training advice to managers or employees on matters relating to Recruitment and Selection. Develop or quality assures the correctness of submissions to delegated authorities. Compile monthly, quarterly and annual management information reports. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements.

ENQUIRIES: Mr. G. Taunyane Tel No: (011) 355 - 7526
APPLICANTS: All applications should be forwarded to, Department of Community Safety and Liaison, Private Bag X 9143, Pietermaritzburg, 3200 or hand-delivered to, 179 Jabu Ndlouv Street, Pietermaritzburg.

FOR ATTENTION: Ms K.S Mthembu

CLOSING DATE: 01 February 2019

APPLICATIONS must be submitted on the form Z83 and should be accompanied by certified copies of qualifications, drivers’ license, Identity Document together with comprehensive curriculum vitae. Faxed applications will not be considered. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Applications that do not comply with the above instruction shall be disqualified. Candidates must submit separate applications for each post applied for quoting the applicable reference number. Due to the large number of applications, only short-listed candidates will be contacted and if you have not heard from this Department within 3 months of this advertisement, please regard your application as being unsuccessful. Applicants with disabilities are encouraged to apply.

OTHER POSTS

POST 02/85: DISTRICT COORDINATOR REF NO: CSL01/2019

SALARY: R826 053 per annum is payable to the successful candidate (An all-inclusive remuneration package). The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE: Umkhanyakude District Office


DUTIES: To monitor and evaluate the performance of police stations and promote community partnerships within the districts. Develop an integrated, effective and efficient policing system for the District. Develop monitoring and evaluation mechanism of police performance in the district. Coordinate functional initiatives to allow for integrated police service delivery. Monitor indicators which measure the impact of policing in order to positively impact on police practices in the District. Coordinate the management of crime prevention in the District. Ensure effective management of resources for the District.

ENQUIRIES: Mr I Nxumalo Tel No: (033) 341 9300

POST 02/86: DEPUTY DIRECTOR: INTEGRATED PLANNING AND REPORTING REF NO: CSL02/2019

SALARY: R697 011 per annum is payable to the successful candidate (An all-inclusive remuneration package). The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the
applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE: Pietermaritzburg

REQUIREMENTS:
A Degree or National Diploma in Degree or National Diploma in Human / Social Science or equivalent qualification - NQF Level 6, (major in strategic management / planning / development or strategy implementation will be an added advantage), together with 3-5 years Junior Management experience in the Integrated Planning and Reporting environment. Valid driver’s license Code B. Applicants must be prepared to work extended hours. Knowledge of public service regulations, PFMA, Public service regulations, Knowledge of Project Management, Communication skills, Computer skills (Ms Word, Excel and Power point), Project management skills, Report writing skills, Financial Management skills. Presentation skills.

DUTIES:
To render integrated planning and reporting services for the Department. Maintain strategic planning and reporting guidelines in the Department. Coordinate and facilitate strategic and operational planning processes. Monitor and facilitate reporting on departmental programmes and activities against government’s POA Cluster projects and Inter-governmental working groups. Coordinate the submission of and analysis of quarterly reports, annual reports and budget votes documents. Analyse the organisational performance and provide strategic inputs.

ENQUIRIES:
Dr M.J Maseko Tel No: (033) 341 9300

POST 02/87:
COMMUNICATION LIAISON OFFICER REF NO: CSL03/2019

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

REQUIREMENTS:
Applicants must have an appropriate Degree or National Diploma or equivalent (NQF Level 6) and 3 years post qualification experience in a Communication/ Public Relations/ Media Relations/ Journalism environment. Applicants must have a valid Driver’s License (Code B) and be prepared to work extended hours. Knowledge of public service act and regulations, PFMA, Knowledge of drafting media statements, Public Relations, Communication and protocol, Communication skills, Project management skills, Report writing skills.

DUTIES:
To ensure effective Media Liaison, Public Relations, Marketing and Advertising for the Department. Provide professional support to the divisional units regarding media questions. Liaise with media on behalf of the department on matters affecting the public. Advise the department on media related matters. Facilitate and coordinate the design of publications and production material for the department. Facilitate the marketing of the department and corporate identity. Review and analyse policies.

ENQUIRIES:
Ms S.N Zikhali Tel No: (033) 341 9300

POST 02/88:
PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION REF NO: CSL04/2019

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

REQUIREMENTS:
Senior Certificate or equivalent qualification. A valid Code B Driver’s License will be an advantage. Knowledge of the Public Service Act, Regulations and Basic conditions of employment. Computer literacy is essential (PERSAL, Microsoft Word, Excel, e-mail and Power Point), Knowledge of Public Service Act and Regulations, PFMA, Communication skills, Computer skills. Excellent organisational skills, effective communication and interpersonal skills, be innovative, proactive, analytical and reliable.

DUTIES:
Implement conditions of service. Process the remuneration of all the employees in department. Provide administrative support to the selection process. Process appointments of employees in the department. Administer the placement, exit and transfer process.

ENQUIRIES:
Ms D.P Chalmers Tel No: (033) 341 9300

POST 02/89:
ADMINISTRATION CLERK: DISTRICT SUPPORT REF NO: CSL05/2019

SALARY: R163 563 per annum (Level 05)
CENTRE: Ilembe District Office
REQUIREMENTS: Senior Certificate or equivalent. A valid Driver's License (Code B) will be an advantage. The Constitution, Knowledge of Public Service Act and Regulations, PFMA, Communication skills, Computer skills.
DUTIES: To render administrative support. Maintain filing systems and general office services functions for the facility. (General clerical support services). Implement supply chain services. Implement corporate services. Carry out efficient, effective and economical procedures and processes in the utilisation of resources allocated to the sub component.
ENQUIRIES: Ms F Buthelezi Tel No: (032) 437 4200
POST 02/90: ADMINISTRATION CLERK: DISTRICT SUPPORT REF NO: CSL06/2019
SALARY: R163 563 per annum (Level 05)
CENTRE: Uthukela District Office
REQUIREMENTS: Senior Certificate or equivalent. A valid Driver’s License (Code B) will be an advantage. The Constitution, Knowledge of Public Service Act and Regulations, PFMA, Communication skills, Computer skills.
DUTIES: To render administrative support. Maintain filing systems and general office services functions for the facility. (General clerical support services). Implement supply chain services. Implement corporate services. Carry out efficient, effective and economical procedures and processes in the utilisation of resources allocated to the sub component.
ENQUIRIES: Mr D.A Mazibuko Tel No: (036) 342 9040
POST 02/91: SECRETARY TO DIRECTOR: COASTAL REGION REF NO: CSL07/2019
SALARY: R163 563 per annum (Level 05)
CENTRE: Pietermaritzburg
REQUIREMENTS: Senior Certificate or equivalent and a one year Secretarial Diploma. A valid Driver’s License (Code B) will be an advantage. Knowledge: Public Service Act / Regulations, Departmental Policies, Understanding SCM practices in the Public Service, Public Service, reporting procedures and work environment, Computer based SCM Control systems, understanding of all prescripts, practices and procedures, Application of policies/legislation, Problem solving and analytical thinking, Planning and co-ordination, Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access), SCM practices, Team building, Communication (verbal, written and networking).
DUTIES: To render a secretarial and related support to the Director. Provide secretarial/receptionist support service to the Manager. Provide clerical support service to the Director. Keep abreast with new developments and prescripts/policies. Manage the assets and maintenance of equipment.
ENQUIRIES: Ms F Buthelezi Tel No: (033) 341 9300

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 02/92: HEAD CLINICAL UNIT GRADE 1 REF NO: MED 01/2019 (X1 POST)
(ophthalmology Department)
SALARY: Grade 1: R1 643 352 – R1 744 191 package, PLUS 18% Inhospitable Area Allowance, Commuted Overtime, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)
CENTRE: Edendale Hospital
REQUIREMENTS: Grade 12 Certificate, Specialist qualification in Ophthalmology or equivalent specialist qualifications. Current registration with the Health Professions Council South Africa as a specialist in Ophthalmology. Three (3) years’ experience as a specialist in Ophthalmology after registration with the HPCSA as a Medical Specialist. A certificate of service endorsed by Human Resource Department must
be attached. Advanced knowledge of ophthalmology care. Ability to work as a part of a team. Knowledge of relevant Health and Labour legislation. Proven leadership skills. Epidemiological skills and aptitude. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Proven ability to perform ophthalmic surgery in order to provide a comprehensive eye care service to the local community. Engage in own research and supervise research of registrars.

Recommendations: At least 1 year management and administration experience.

**DUTIES**

- Provision of quality cost effective and efficient 24 hour Ophthalmology service in keeping with Batho Pele Principles. Assist with training and guidance of medical Officers, Registrars, consultants, optometrists and other staff categories, including the running of an academic / in service programme for the doctors and optometrists in the Department. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Assist the Senior Manager, Medical Service at EDH in ensuring that the Operational Plan of the hospital is implemented. Will be under the supervision of the Senior Manager, Medical Services at EDH for administrative matters. Co-ordinate and attend to medico-legal issues pertaining Ophthalmology Department. Manage performance of doctors and optometrists in the Department of Ophthalmology. Participate in processes of recruitment of doctors and optometrists in the Department of Ophthalmology. Oversee clinical audits. Oversee an Ophthalmology and optometry outreach programme for the clinics and district hospitals referring to Edendale Hospital. Liaise with the District Office, HCU of the Department of Ophthalmology at Grey’s hospital, HOD of the Department of Ophthalmology at the medical school and other stakeholders in order to contribute to providing a high quality Ophthalmology service throughout the District.

**ENQUIRIES**

Dr. E.K. Mthembu Tel No: (033) 395 4005

**APPLICATIONS**

All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216

**FOR ATTENTION**

Mr. L. Makhye

**CLOSING DATE**

01 February 2019

**POST 02/93**

HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 01/2019

Otorhinolaryngology (ENT)

**SALARY**

R1 643 352 All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**

Ngwelezana Tertiary Hospital

**REQUIREMENTS**

- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in otorhinolaryngology, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in otorhinolaryngology, A minimum of 3 years’ appropriate experience as a Medical Specialist in otorhinolaryngology after registration with the HPCSA as a Medical Specialist in otorhinolaryngology, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.

**DUTIES**

- Responsible for the management of ENT unit including day to day running of services, administration and support services as to achieve optimal patient care within defined levels of institutional responsibility. Be part of a team that ensures efficient management and equitable distribution of all resources in King Cetshwayo District ENT Complex and Drainage areas. Effective utilisation and training of staff; maintenance of discipline, promotion of sound labour relations and the appropriate use and care of equipment in the facility. Provide leadership to ensure the achievement of priorities and output of the strategic plan and health transformation including development and implementation of continuous quality assurance programmes, implementing and coordinating community care and outreach programmes. Ensure procedures for safe keeping of sound records, documents, assets and information. Will also be responsible for academic and/or creative
teaching and leadership; circulation and development of undergraduate and postgraduate courses, managing academic and support staff and developing/supervising research and/or creative projects. Strengthen clinical governance. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware of these. Provide measures and guidance on quality assurance to comply with set quality standards.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

CLOSING DATE

POST 02/94

SALARY

CENTRE

REQUIREMENTS

DUTIES

Dr BS Madlala Tel No: 035 901 7105

Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

Mr MTR Nzuza

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

01 February 2019 (Late applications will not be accepted)

HEAD CLINICAL UNIT REF NO: HCUPUL/1/2019

Department: Pulmonology

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

Inkosi Albert Luthuli Central Hospital

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

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

ENQUIRIES:
Dr LP Mtshali Tel No: 031 2401105

APPLICATIONS:
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE:
01 February 2019

POST 02/95:
HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 02/2019
Urology

SALARY:
R1 643 352 All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE:
Ngwelezana Tertiary Hospital

REQUIREMENTS:
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in urology, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in urology, A minimum of 3 years’ appropriate experience as a Medical Specialist in urology after registration with the HPCSA as a Medical Specialist in urology, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.

DUTIES:
Responsible for the management of the urology unit including day to day running of services, administration and support services as to achieve optimal patient care within defined levels of institutional responsibility. Be part of a team that ensures efficient management and equitable distribution of all resources in King Cetshwayo District Urology Complex and drainage areas. Effective utilisation and training of staff; maintenance of discipline, promotion of sound labour relations and the appropriate use and care of equipment in the facility. Provide leadership to ensure the achievement of priorities and output of the strategic plan and health transformation including development and implementation of continuous quality
assurance programmes, implementing and coordinating community care and outreach programmes. Ensure procedures for safe keeping of sound records, documents, assets and information. Will also be responsible for academic and/or creative teaching and leadership; circulation and development of undergraduate and postgraduate courses, managing academic and support staff and developing/supervising research and/or creative projects. Strengthen clinical governance. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware of these. Provide measures and guidance on quality assurance to comply with set quality standards.

ENQUIRIES: Dr BS Madlala Tel No: 035 901 7105
APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION: Mr MTR Nzuza
NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

CLOSING DATE: 01 February 2019 (Late applications will not be accepted)

POST 02/96: MANAGER: MEDICAL SERVICES REF NO: MURCH 01/2019 (X1 POST)
Re Advertisement

SALARY: R1 115 874 per annum (All Inclusive package). Other Benefits: 22% Rural Allowance of Basic Salary and Commuted Overtime

CENTRE: Murchison Hospital

REQUIREMENTS: Appropriate qualification in Health science-MBCHB PLUS, Current registration with HPCSA as a Medical Officer PLUS 3 years’ experience after registration with the HPCSA as a Medical Officer, 2 years of which must be in management or supervision. Certificate of Service and Verification of experience from Human Resource on an official letterhead must be attached to the application. Knowledge, Skills and Competencies: Knowledge and understanding of relevant Acts, policies and regulations used in the KZN department of Health. Sound management, negotiation, planning, interpersonal, conflict management and problem solving skills. Policy formulation skills. Good communication skills (written and verbal) and computer literacy skills. Good team building and leadership skills. Sound planning and organizing skills. Decision making skills and sound planning and organizing skills.

DUTIES: Provision of a safe, ethical, legal and high quality medical care at Murchison Hospital and attached clinics. Provide support to all medical, therapeutically and professional staff. Formulate policies and procedures for medical services and ensure that these are in accordance with the current statutory regulations and
guidelines. Mange Clinical risks provide clinical governance and ensure hospital efficiency. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures in Medical and Allied Health sections. Participate in the Human resource strategies in the institution and in the unit to ensure that development, training and continued education of staff is achieved. Management of financial resources and ensuring cost effective service delivery. Formulate strategic plans in keeping with the requirements of the institution. Deputize the Chief Executive officer as required. Monitor and implement quality improvement plan. Monitor and evaluate patients care delivery. Monitor and implement medical equipment management plan. Performing clinical duties as the institution demands.

ENQUIRIES:
Mr E.R Manyokole Tel No: 039-6877311 ext 122

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. Fax applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ Izingolweni 3/2018. NB: 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: 01 February 2019

POST 02/97: MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 03/2019
Critical Care Unit

SALARY:
Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum

All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE: Ngwelezana Tertiary Hospital

REQUIREMENTS:
Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Anaesthetics. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthetics. Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Anaesthesia after registration with the HPCSA as Medical Specialist in Anaesthetics and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist in Anaesthesia after registration with the HPCSA as Medical Specialist in Anaesthetics and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team,
Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.

**DUTIES**
Provide specialist care to patients requiring services within your specific domain as allocated by Head Clinical Department (between Ngwelezana Hospital and Queen Nandi Regional Hospital). Provide after-hours coverage in Anaesthetics and ensure continuous clinical support to junior staff. Undertake training of undergraduate and postgraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Adhere to all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service.

**ENQUIRIES**
Dr S Sewpersad @084 418 3496

**APPLICATIONS**
Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**
Mr MTR Nzuza

**NOTE**
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. 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.

**CLOSING DATE**
01 February 2019 (Late applications will not be accepted)

**POST 02/98**
MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 04/2019 Psychiatry

**SALARY**
Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum

All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**
Ngwelezana Tertiary Hospital

**REQUIREMENTS**
Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Tertiary qualification in the Health Science (MBChB). Current registration with the Health Professions Council of South Africa as a Medical Specialist in Psychiatry. Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Psychiatry after registration with the HPCSA as Medical Specialist in Psychiatry and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist in Psychiatry after registration with the HPCSA as Medical Specialist in Psychiatry and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team,
Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.

**DUTIES**
- Provide specialist care to patients requiring services within your specific domain.
- Provide after-hours coverage in Psychiatry and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Adhere to all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service.

**ENQUIRIES**
Dr PD Milligan @ 072 235 6480

**APPLICATIONS**
Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**
Mr MTR Nzuza

**NOTE**
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. 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.

**CLOSING DATE**
01 February 2019 (Late applications will not be accepted)

**POST 02/99**
MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 05/2019
Radiology Department

**SALARY**
Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum

All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules)
Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department

**CENTRE**
Ngwelezana Tertiary Hospital

**REQUIREMENTS**
Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Radiology. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology, **Grade 1**: No working experience, **Grade 2**: A minimum of 5 years appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA as Medical Specialist in Radiology and proof of working experience endorsed by Human Resource Department, **Grade 3**: A minimum of 10 years appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA as Medical Specialist in Radiology, proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team,
Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, epidemiology and statistics.

**DUTIES**

Provide specialist care to patients requiring services within Radiology Department. Provide after-hours coverage in Radiology and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES**

Dr N.A. Shabalala @ 082 498 9635

**APPLICATIONS**

Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**

Mr MTR Nzuza

**NOTE**

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. 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.

**CLOSING DATE**

01 February 2019 (Late applications will not be accepted)

**POST 02/100**

**MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 06/2019**

Maxillo Facial

**SALARY**

Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum

All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**

Ngwelezana Tertiary Hospital

**REQUIREMENTS**

Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Maxillo Facial. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Maxillo Facial, **Grade 1**: No working
experience, **Grade 2**: A minimum of 5 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Maxillo Facial and proof of working experience endorsed by Human Resource Department, **Grade 3**: A minimum of 10 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Maxillo Facial and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.

**DUTIES**

Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Maxillo Facial. Undertake training of undergraduate and postgraduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District and Regional Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES**

Dr RS Moeketsi Tel No: 035 901 7260 / 7273

**APPLICATIONS**

Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**

Mr MTR Nzuza

**NOTE**

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. 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.

**CLOSING DATE**

01 February 2019 (Late applications will not be accepted)

**POST 02/101**

MEDICAL SPECIALIST – INTERNAL MEDICINE (GRADE 1, 2, 3) REF NO: GS 61/18

Component- Internal Medicine

Re- Advertisement

**SALARY**

Grade 1: R1 051 368 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable
rules Plus Commuted overtime which is subject to the needs of the department.

Incumbents will have to sign the commuted overtime contract form.

Grade 2: R 202 112 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.

Grade 3: R 395 105 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.

**CENTRE:**
Greys Hospital, PMB Metropolitan Hospitals Complex

**REQUIREMENTS:**
- MBChB or equivalent, FCP (SA) or equivalent. Current Registration with HPCSA as a Specialist in Internal Medicine by the time of appointment.  
  Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist.  
  Grade 2: Experience: 5 Years appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist.  
  Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Recommendations: MMed or MMed (Sci). Experience or interest in a medical subspecialty. Knowledge, Skills, Training and Competency Required: Competent general medicals skills, appropriate for the level of a specialist in Internal Medicine; Ability and willingness to develop skills in various Internal Medicine subspecialties based on operational need and where possible, based on vocational interest. Ability and willingness to supervise and train junior staff, undergraduates, postgraduates, ancillary and nursing staff. Ability to apply public sector and health sector legislation, medical ethics and research ethics. Ability and willingness to participate in information management, quality assurance programmes, human resource management and financial and equipment management of relevant resources as appropriate to the post.

**DUTIES:**
- Clinical Duties: Manage the Greys Medical Acute Ward and General Medicine patients. Manage internal and external referrals to Greys General Medicine. Supervise the interdisciplinary triage and management of Internal Medicine patients. Assist or manage subspecialty services when required. Where possible, vocational interest will be supported. Participate in the after hours Internal Medicine service as required by operational need. Perform outreach services in Area 2. This may include periods of rotation to Edendale Hospital.  
  Academic Duties: Supervision and training of undergraduates, postgraduates, interns, medical officers and allied health care personnel. This includes: Outpatient clinics, ward rounds, clinical bedside and procedural teaching. Formal tutorials, lectures and assessments. Participation in the departmental academic and clinical meeting programs. Assisting with administration related to academic activities. Research supervision. Administrative and managerial responsibilities: Assist with departmental clinical service administration. Assist with departmental junior staff supervision and administration. Assist in development of clinical protocols for the Internal Medicine service. Participate in departmental audits and quality assurance programs. Any other duties as assigned by the Head of Department.

**ENQUIRIES:**
DR K. Rasmussen Tel No: 033 – 897 3289

**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 61/18. 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 the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and
previous employment verifications and verification from the Company Intellectual Property (CIPC). Note: The incumbent will be primarily based at Greys Hospital but will be expected to provide support and services for Area Two as directed by the Head Clinical Department of Internal Medicine in the following spheres.

**CLOSING DATE**

: 15 February 2019

**POST 02/102**

: MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 07/2019

Orthopaedics

**SALARY**

: Grade 1: R780 612 per annum

: Grade 2: R892 551 per annum

: Grade 3: R1 035 831 per annum

: All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules)

: Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department

**CENTRE**

: Ngwelezana Tertiary Hospital

**REQUIREMENTS**

: Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

**DUTIES**

: Provision of quality patient centred care for all patients within orthopaedics unit. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.

**ENQUIRIES**

: Dr PD Rollinson @ 082 474 9246

**APPLICATIONS**

: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**

: Mr MTR Nzuza

**NOTE**

: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. 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.

**CLOSING DATE**

: 01 February 2019 (Late applications will not be accepted)

**POST 02/103**

: MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 08/2019
  
  Intensive Care Unit

**SALARY**

: Grade 1: R780 612 per annum
  
  Grade 2: R892 551 per annum
  
  Grade 3: R1 035 831 per annum
  
  All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules)
  
  Plus 18% Inhosiptable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**

: Ngwelezana Tertiary Hospital

**REQUIREMENTS**

: Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

**DUTIES**

: Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the intensive care unit. Provision of after-hours services to care for intensive care unit in a form of commuted overtime. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Participate in the staff development activities and clinical teachings. Perform other duties as assigned by the supervisor.

**ENQUIRIES**

: Dr S Sewpersad @084 418 3496

**APPLICATIONS**

: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION**

: Mr MTR Nzuza

**NOTE**

: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. 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.

**CLOSING DATE**

: 01 February 2019 (Late applications will not be accepted)
POST 02/104 : MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 09/2019
Urology

SALARY : Grade 1: R780 612 per annum
          Grade 2: R892 551 per annum
          Grade 3: R1 035 831 per annum
          All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules)
          Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Tertiary qualification in the Health Science (MChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

DUTIES : Provide medical services in urology unit. Active participation in quality improvement. Provision of outreach programmes and acceptance of referrals from our catchment areas. Undertake regular ward rounds, clinic and after hours duties as per the rooster. Attend to patients requiring emergency urology procedures. Provide advice to District/Regional Hospitals. Attend to meetings and workshops. Adhere to correct channels of communication.

ENQUIRIES : Dr AU Uba @083 727 5189

APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION : Mr MTR Nzuza

NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. 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.

CLOSING DATE : 01 February 2019 (Late applications will not be accepted)

POST 02/105 : MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: FNH 09/2018 (X1 POST)

SALARY : Grade 1: R780 612 - R840 942 per annum (All-inclusive package)
          Grade 2: R892 551 – R975 945 per annum (All-inclusive package)
          Grade 3: R1 035 831 - R1 295 025 per annum (All-inclusive package)
          Other Benefits: Commuted Overtime (Commuted overtime only limited to applicable groups)
CENTRE: Fort Napier Hospital – (Psychiatry)

REQUIREMENTS: Matric/Grade 12 Certificate. MBChB degree or Equivalent qualification PLUS,
Proof of current registration with HPCSA as a Medical Practitioner, Certificate of
registration with HPCSA as a Medical Practitioner (Independent Practice),
Certificate of service from Current/previous employers stamped by HR must be
attached (where applicable). Grade 1: Experience: No experience required.
Foreign qualified candidates require 1 year relevant experience after registration
as a Medical Practitioner with a recognized foreign health professional council, of
whom it is not required to perform Community Service, as required in South Africa.
Grade 2: Experience: 5 years relevant experience after Registration with the
HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant
experience after registration as a Medical Practitioner with a recognized foreign
health professional council, of whom it is not required to perform Community
Service, as required in South Africa. Grade 3: Experience: 10 years relevant
experience after registration with HPCSA as a Medical Practitioner. Foreign
candidates require 11 years relevant experience after registration with a
recognized foreign health professional council, whom it is not required to
performed Community Service, as required in South Africa. Knowledge, Skills and
Competencies: Knowledge of current health legislations and policies at public
institutions. Knowledge of national quality standards relating to primary health
care. Sound knowledge of national TB programme and ARV programme including
STIs and PMTCT. Sound knowledge of Paediatrics would be an added advantage.
Good research and presentation skills. Information management and quality
assurance programmes. Ability to function with a Multidisciplinary team. Sound
knowledge and clinical skills. Excellent human, communication and leadership
skills. Good team building and problem solver. Good communication and
interpersonal skills. Willingness to teach and supervise junior staff.

DUTIES: Clinical responsibility including examine, investigate, diagnose, and oversee
treatment of patients. Provision of quality patient centred care. Maintain a high
quality clinical service by providing regular in-service training for nurses and clinical
personnel. Maintain accurate record and appropriate health records in accordance
with the legal and ethical considerations and continuity of patient care. Hands over
critically ill patients to the doctors on call after hours and on the weekends. Provide
preventive health interventions and measures to promote health care. Undertake
continuing medical education and professional development and study
professional literature to keep abreast with current medical practice.

ENQUIRIES: Dr AL Mbhele Tel No: (033) 260 4357

APPLICATIONS: Applications must be forwarded to: The Human Resource Department: Fort Napier
Hospital, 1 Devonshire Road, Napierville, Pietermaritzburg, 3201 or PO Box 370,
Pietermaritzburg, 3200

FOR ATTENTION: Ms MB Zungu

CLOSING DATE: 01 February 2019

POST 02/106: MEDICAL OFFICER (GRADE 1, 2.3) REF NO: GS 72/18
Component: Dermatology

SALARY: Grade 1: R780 612 per annum
Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that
may be structured in terms of the applicable rules, Plus Commuted Overtime which
is subject to the needs of the department. Incumbents will have to sign the
commuted overtime contract form.

CENTRE: Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS: MBChB Degree Plus, Current registration with the Health Professions Council of
South Africa as a Medical Practitioner by the time of appointment. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant
experience after registration as a Medical Practitioner with a recognized Foreign
Health Professional Council, of whom it is not required to perform Community
Service, as required in South Africa. Grade 2: Experience: 5 years appropriate
experience as a Medical Officer after registration with the HPCSA as a Medical
Practitioner. Foreign candidates require 6 years relevant experience after
registration with a recognized Foreign Health Professional Council, of whom it is
not required to perform Community Service as required in South Africa. Grade 3:
Experience: 10 years experience after registration with the HPCSA as a Medical
Practitioner. Foreign qualified candidates require 11 years relevant experience
after registration as Medical Practitioner with a recognized foreign health
professional council in respect of foreign qualified employees of whom it is not
required performing community service as required in South Africa.
Recommendation: Experience in Dermatology. A documented specific interest in
Dermatology. ACLS course completed (current valid certificate. Knowledge, Skills,
Training and Competence: Sound clinical and patient management skills; human
resource management; information management; quality assurance programs.
Current health and public service legislation, regulations and policy, and medical
ethics.

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

ENQUIRIES:
DR A.V Chateau Tel No: 033 897 3177

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 61/18. 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 the State security Agency (SSA) to the
following 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:
01 February 2019
POST 02/107: MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 2/19
Component: Oncology Department

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

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

CENTRE:
Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS:
- MBCHB Degree Plus, Current registration with the HPCSA as a Medical Practitioner.
  - Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa.
  - Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa.
  - Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.

Recommendation: I Year oncology experience is an advantage added advantage. Knowledge, Skills, Training and Competence: Sound clinical knowledge and patient management skills. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Willingness to assess, diagnose and manage cancer patients. Good interpersonal and communication skills.

DUTIES:
Key Performance Areas: Conduct out-patient oncology clinics (both new and follow-u patients). Management of oncology in-patients as well as all oncological emergencies. Participation in prescribing and managing chemotherapy as indicated with specialist supervision. Involvement in the provision of radiotherapy, including brachytherapy with specialist supervision. Provision of palliative care. Participation in overtime services. Maintain satisfactory clinical, professional and ethical standards related to the abovementioned services. Assist with departmental research and data capture. Participate in the academic programme and undertake teaching of staff where appropriate. Attend multi-disciplinary team meetings. Deal with emotional, social and physical aspects of disease for patients’ and their relatives in an empathetic manner. Maintain meticulous and thorough medical records in accordance with legal and ethical guidelines.

ENQUIRIES:
Dr L Stopforth Tel No: 033 897 3222, laura.stopforth@kznhealth.gov.za

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 61/18. 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 the State security Agency (SSA) to the following 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: 01 February 2019
POST 02/108

MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 1/19 (X2 POSTS)

Component: Obstetrics and Gynaecology

SALARY

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

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

CENTRE

Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS

MBCHB Degree Plus, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Appropriate clinical experience depending on the grade for which you are applying. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation: Post community service experience in Obstetrics and Gynaecology will be an added advantage. Knowledge, Skills, Training and Competence: 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 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.

DUTIES

Key Performance Areas: The incumbent will be required to rotate between the Grey’s / Northdale Hospitals Woman’s Health Complex for a stipulated period e.g. three (3) months at a time. 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 interns in the department. 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 and meetings.

ENQUIRIES

Dr TD Naidoo Tel No: 033 – 8973292

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 61/18. 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 the State security Agency (SSA) to the following 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** : 01 February 2019

**POST 02/109** : MEDICAL OFFICER REF NO: SAH 19/2018 (X2 POSTS)

**SALARY**
Grade 1: R780 612 per annum (All inclusive package)
Grade 2: R892 551 per annum (All inclusive package)
Grade 3: R1 035 831 per annum (All inclusive package)

**CENTRE**

**REQUIREMENTS**

Grade 1: 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 a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 5 years experience after registration with the HPCSA as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 10 years experience after registration with the HPCSA as a Medical Practitioner OR 11 years experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Skills: Ability to diagnose and manage common medical and surgical problems including emergencies in the major clinical disciplines. Surgical and Anesthetic skills. Sound knowledge and experience in the respective medical discipline. Sound knowledge of Human Resource Management, Information Management and Quality Assurance Programme. Knowledge of current health and public service legislation, regulations and policies. Sound Medical ethics and emphasis on budget control, epidemiology and statistics. Sound teaching and supervisory skills. Good communication and interpersonal skills.

**DUTIES**
Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Assist with human resource development for medical staff. Conduct orientation and induction for new staff. Conduct continuous professional development by organizing information seminars. Ensuring correct patient management through the implementation of quality standards and practice and treatment protocols. Ensuring the development, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide Medical Services at the department appointed to. Clinical responsibilities including examine, investigate, diagnose and oversee that treatment of patients in the relevant department. Provide guidance, training, evaluation and mentorship of junior medical staff. Participate in community health programmes. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Assist the evaluation of existing standards and effectiveness of health care. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines.

**ENQUIRIES**
Dr SK Lumeya Tel No: 039-4331955 EXT 214

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**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 may feel free to apply.

**CLOSING DATE**

01 February 2019

**POST 02/110**

**DEPUTY DIRECTOR: SYSTEMS REF NO: DD: SYSTEMS/1/2019 (X1 POST)**

**SALARY**

R697 011per annum (Level 11) (an all-inclusive remuneration package)

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

An appropriate 3 year National Diploma / Bachelor’s Degree in Administration / Management or equivalent PLUS at least 3 year’s appropriate managerial experience in the Management of Hospital services Valid code B Driver’s Licence.

Knowledge, Skills, Training and Competencies Required:


**DUTIES**

Monitor the provision of all hospital services and facilities by contractors in order to ensure contract adherence and highest level of quality. Manage and control support services, namely: Information Technology, Cleaning Services, Housekeeping, Security Services, Equipment and Transport Services, working with private partners to ensure efficient services are rendered in all of the above.

Manage the health and safety component of the hospital. Ensure that safety program requirements are adhered to by all staff. Ensure that all Hospital Information Systems (patient related and other) are maintained so as to provide reliable, valid and timeous processing of information. Implement and monitor effectiveness of Hospital policies and practices to ensure day to day operational efficiencies. Ensure compliance with all statutory regulations and bylaws. Provide technical advice to the management team in respect to operations. Ensure that standby and emergency facilities are properly maintained. Contribute as a member of a multidisciplinary management team towards the effective management of the hospital.

Analyze alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency. Oversee the provisioning of all hospital services provided by private companies to ensure compliance with service level agreement. Ability to work under pressure and meet demands of short timelines.

**ENQUIRIES**

Dr LP Mtshali Tel No: 031 2401124

**APPLICATIONS**

All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

**NOTE**

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

CLOSING DATE : 01 February 2019

POST 02/111 : OPERATIONAL MANAGER OBSTETRICS REF NO: SAH 18/2018 (X1 POST)
Branch: St Andrews Hospital – Maternity Ward

SALARY : R532 449 per annum. Other Benefits: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : ST Andrews Hospital
Diploma / Degree in Nursing, Current registration with SANC as a General Nurse and Midwife PLUS Diploma in Advanced Midwifery and Neonatal Nursing Science. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in the relevant specialty. 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 programs.

DUTIES : To plan, organize and monitor the objectives of the specialized unit in the consultation with subordinates. Provision of Quality Nursing Care through the implementation of 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. To implement and sustain kangaroo mother care practices. To implement and sustain baby friendly practices. To implement PMTCT as per National guidelines. 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 EPMDAs. 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.

ENQUIRIES : Mrs MR Singh Tel No: 039-4331955 EXT 211
APPLICATIONS : All Applications Should Be Forwarded To: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivered To: 14 Moodie Street, Harding 4680.

FOR ATTENTION NOTE : African Male and people with disability may feel free to apply.
CLOSING DATE : 01 February 2019

POST 02/112 : OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 01/2019

SALARY : R532 449 – R599 274. Other Benefit(s): 13th Cheque, Medical Aid (Optional), GEHS (employee must meet prescribed requirements), 12% rural allowance

CENTRE REQUIREMENTS : Gamalakhe CHC: Ludimala Clinic, District: UGU Health District
Senior Certificate / Matric, Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2019 receipt). A minimum of 09 years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be

**DUTIES**: Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including. Monitor Provision of quality comprehensive service delivery at emergency unit. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation of PHC Re-Engineering. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure compliant management is functional in the Clinic. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

**ENQUIRIES**: Mrs. N.O Ndwendwe Tel No: 039 318 1113

**APPLICATIONS**: all applications should be forwarded to: The CHC Manager, Gamalakhe Community Health Centre, Private Bag X 709, Gamalakhe, 4249

**FOR ATTENTION**: Human Resource Department

**CLOSING DATE**: 01 February 2019

**POST 02/113**: OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: NGWE 10/2019 Orthopaedics

**SALARY**: Grade 1: R532 449 – R599 274 per annum. Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

**CENTRE REQUIREMENTS**: Ngwelezana Tertiary Hospital

Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Orthopaedics Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognizable experience in Orthopaedics Unit after obtaining post basic qualification in Orthopaedics Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
DUTIES: Provide effective and professional leadership within orthopedic unit. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Make Me Look Like a Hospital and other departmental initiatives including provincial priorities. Provision of effective support to Nursing Service i.e.; assist with relief of the supervisors and partake overall specialized unit function in team building. Maintain professional growth/ethical standard & self-development i.e.; maintain the code of conduct.

ENQUIRIES: Ms RM Sithole Tel No: 035 901 7258 / 7047
APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
FOR ATTENTION: Mr MTR Nzuza
NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed . Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

CLOSING DATE: 01 February 2019 (Late applications will not be accepted)
POST 02/114: OPERATIONAL MANAGER NURSING (SPECIALTY) MATERNITY REF NO: ITSH 01/2019
SALARY: R532 449 per annum
CENTRE: Itshelejuba Hospital
REQUIREMENTS: Matric senior certificate (Grade 12), Degree/Diploma in General Nursing plus Midwifery plus one (1) year post basic qualification in Advance Midwifery accredited with SANC, Registration with SANC as General Nurse and an Advance
Midwife, A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, at least 5 years of the period referred above must be appropriate/recognizable experience in specific Maternity after obtaining the one(1) year post basic qualification in Advance Midwifery, Proof of experience must be attached and verified by HR, SANC receipt for 2019 to be attached. Recommendation: Proof of computer literacy and Degree /Diploma in Nursing Management and valid driver’s license. Knowledge of nursing care processes and procedures, nursing status and relevant legal framework such nursing Act Health, Patients Right etc. Knowledge and understanding of legislative framework governing the Public Service e.g Human Resource, Financial Management, Skills Development and Labour Relations policies, Leadership. Organization, decision making and problem solving skills. Good interpersonal including public relation, negotiating, Conflict handling and counselling skills, Financial and budgetary knowledge. Information management skills. Computer literacy and understanding and applicable of Batho Pele Principle and Patients right.

DUTIES

- Coordination of optimal, holistic specialized nursing care provided within the set standard and a professional/ legal framework: Plan/organize and monitor the objective of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and the public. Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of patient care on all levels. Liaise and communicate with multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources: Human Resource: Planning of the allocation/change list, day and night duty roster and inputs for leave. Do readjustments as required on the shift to provide adequate nursing care. Provide accurate record keeping and statistical information for the unit. The evaluation of staff on work performance according to performance management system. Execute disciplinary code and grievance procedure up to a certain level then refer to the nurse manager. Implement Employee Assistance Programme. Ensure that the units comply with National Core Standards, Batho Pele principles to meet needs and demands of the clients. Financial Resources: Monitoring of financial resources with emphases on cost containment and keeping of all records within the financial policies. Order and monitor appropriate level of consumables i.e. according to norms. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget inputs regarding consumables and equipment budget for financial year. Exercise the control functions to meet medical/legal obligations. i.e. weekly schedule drugs control of medication used. Check wards dispensary Daily emergency equipment checking, control and functionality. Services: Monitor services i.e. linen and cleaning in conjunction with housekeeping staff. Monitor telephone use and keep records Coordination of provision of effective training and research: Plan for the provision, orientation, induction and mentoring of all nursing staff and orientation of other staff. Plan and coordinate training and promote learning opportunities for all nursing categories i.e. on the job training complete patient related data. Contribute to evidence base research. Provision of effective support to Nursing Services: Assist with relief duties of the supervisors. Partake on overall specialized unit functions, i.e. team building. Maintain professional growth/ethical standards and self-development: Maintain the Code of Conduct: Public Service, Professional Body, Seeking learning opportunities, In-service training.

ENQUIRIES

Should be directed to TG Msibi Tel No: 034 4134000

APPLICATIONS

All applications must be addressed to Itshelejuba Hospital, Private Bag X0047 Pongola 3170 or Hand delivered to the Human resources Office at Itshelejuba Hospital.

NOTE

An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std 10, educational
qualification, certificates of services and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the Z83. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to large number of application we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.

CLOSING DATE : 01 February 2019

POST 02/115 : CHIEF DIAGNOSTIC RADIOGRAPHER GR 1 REF NO: GS 3/19

Component – Radiography

SALARY : Grade 1: R440 982 - R489 429 per annum. Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements

CENTRE : Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS : National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a radiographer. Certified copy of current registration as a Radiographer (independent Practice) with Health Professions Council of South Africa (HPCSA) for 2018/2019. Minimum of three years experience working in a computerized radiography department (working in a PACS/RIS environment) after registration with HPCSA as a diagnostic Radiographer (Independent Practice). Certificates of Service to be attached as proof of experience. Recommendations: Work experience in a specialized field eg Mammography, CT, MRI, Cath Lab. Knowledge, Skills and Experience: Expert knowledge of specialized equipment and radiography procedures, including multi slice CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Sound knowledge of radiation control regulations and health and safety policies. Basic supervisory skills. Computer Literacy.

DUTIES : Key Performance Areas: Provide high quality diagnostic radiography service. Observe safe radiation protection standards and ensure health and safety rules and regulations are adhered to. Be actively involved in the Radiation Control Directorate Quality Assurance programme. Participate in a 24 hour roster system which includes nights, weekends, Public Holidays and standby duties. Working knowledge and experience of EPMDS and be responsible for the EPMDS of staff members as allocated. Provide assistance, supervision and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient.

ENQUIRIES : Mrs 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 61/18. 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 the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and
previous employment verifications and verification from the Company Intellectual Property (CIPC).

**CLOSING DATE**: 01 February 2019

**POST 02/116**: OPERATIONAL MANAGER NURSING: GENERAL STREAM (CARDIOTHORACIC INPATIENT UNIT) REF NO: OPMAN (GEN NURS) CARDIOTHOR/1/2019

**SALARY**: Grade 1: R420 318 per annum plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Options

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**: Degree / Diploma in General Nursing (R425 qualification or equivalent). Current registration with SANC as General Nurse and Midwife. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. Knowledge, Skills, Training and Competencies Required: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patients’ needs, requirements and expectations. Demonstrate ability to provide support and guidance within the unit. Demonstrate basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

**DUTIES**: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambit of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager’s office as required. Ensures implementation of programs relevant to the area of specialty. Serves in quality improvement, IPC and Health and Safety committees.

**ENQUIRIES**: Miss NO Mkhize Tel No: 031-241063

**APPLICATIONS**: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

**CLOSING DATE**: 01 February 2019
POST 02/117: OPERATIONAL MANAGER NURSING: GENERAL STREAM (SPECIALISED-SURGERY INPATIENT UNIT) REF NO: OPMAN (GEN NURS) SPEC SURG 1/2019

SALARY: Grade 1: R420 318 per annum plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Options

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Degree / Diploma in General Nursing (R425 qualification or equivalent). Current registration with SANC as General Nurse and Midwife. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patients’ needs, requirements and expectations. Demonstrate ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

DUTIES: Work as part of a multi disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambit of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager’s office as required .Ensures implementation of programs relevant to the area of specialty. Serves in quality improvement, IPC and Health and Safety committees.

ENQUIRIES: Miss NO Mkhize Tel No: 031-241063

APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE: 01 February 2019
POST 02/118: OPERATIONAL MANAGER NURSING (GENERAL) REF NO: NGWE 11/2019

General Surgery

SALARY: Grade 1: R420 318 – R473 067 per annum. Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE: Ngwelezana Tertiary Hospital

REQUIREMENTS: Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse. Current registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate or recognizable working experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.

DUTIES: Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Make Me Look Like a Hospital and other departmental initiatives including provincial priorities. Provision of effective support to Nursing Service i.e.; assist with relief of the supervisors and partake overall specialized unit function in team building. Maintain professional growth/ethical standard & self-development i.e.; maintain the code of conduct.

ENQUIRIES: Ms RM Sithole Tel No: 035 901 7258 / 7047

APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION: Mr MTR Nzuza

NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to
positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

CLOSING DATE: 01 February 2019 (Late applications will not be accepted)

POST 02/119:
PROFESSIONAL NURSE- SPECIALTY NURSING (TRAUMA) REF NO: GS 77/18 (X1 POST)
Component – Nursing

SALARY:
Grade 1: R362 559 per annum, PLUS 13th cheque, medical-aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R445 917 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE:
Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS:
Minimum Requirements: Senior Certificate or equivalent Degree/Diploma in General Nursing plus One (1) year post basic qualification in Trauma and Emergency Nursing. Current registration with SANC as General Nurse and relevant specialty (2019 receipt) Minimum of 4 years appropriate/recognizable registration experience as General Nurse and 1 year in the Specialty. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Specialty. Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant Specialty. Knowledge, Skills, Training and Competency Required: Knowledge of nursing care processes & procedures. Sound knowledge of scope of practice. Problem solving skills. Knowledge of Batho Pele & Patients Right Charter principles. Good communication skills – verbal & written. Knowledge of SANC Rules and Regulation and other relevant public service legislations, prescripts and policies.

DUTIES:
Key Performance Areas: Internal rotation of the staff within the relevant Specialty will be exercised according to patient need. Execute duties and function with proficiency and within prescripts of applicable legislations. Render quality nursing care in Emergency Department. To develop and ensure implementation of nursing care plans. To participate in clinical audits. Ensure proper utilization of human, material and financial resources and maintain updated records thereof. Supervision of patients' records to ensure accurate and complete patient records. Support the operational manager in ensuring the implementation of infection control & prevention policies in the unit. Supervise the performance of junior staff so as to enhance/ promote quality patient care. Rotation of staff will be done to provide uniformity of patient care amongst the various Critical Care Units. Assist with performance reviews (EPMDS). Teach and supervise student nurses allocated in the unit. Implementation of Infection Control Policies and procedures.

ENQUIRIES:
Mrs. K T McKenzie Tel No: 033-8973331

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 61/18. 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 the State security Agency (SSA) to the
following 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**: 01 February 2019

**POST 02/120**: CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: MURCHIZING 01/2019 (X1 POST)

**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 – Izingolweni 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.

**ENQUIRIES**: Mr TM Mkhize Tel No: 039-6877311 ext 130

**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. NB: 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 : 01 February 2019

POST 02/121 : PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE 12/2018

Occupational Health

SALARY : Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Diploma/Degree in General Nursing that allows registration with South African Nursing Council as a Profession Nurse. One year post basic qualification in Occupational Health Nursing. Current registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable working experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Occupational Health. Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC.

DUTIES : Render an optimal holistic specialized nursing care to patients in the occupational health clinic. Ensure a daily effective functioning of the occupational health clinic. Undertake risk assessment for Occupational diseases. Conduct mandatory medical assessments as per the provision of Occupational Health Act. Facilitate health Education and awareness. Compile and manage Occupational Health statistics and maintain good record keeping. Maintain accreditation standards by ensuring compliance with National Norma and Standards, Co-ordinate clinical activities, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report patients’ safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

ENQUIRIES : Mr MTR Nzuza Tel No: 035 901 7042

APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION : Mr MTR Nzuza

NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed . Reference Number must be indicated in the column provided on the form Z.83,
Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. 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.

CLOSING DATE: 01 February 2019 (Late applications will not be accepted)

POST 02/122: CLINICAL NURSE PRACTITIONER (PHC TRAINER) REF NO: ITSH 04/2019

SALARY:
Grade 1 R362 559 per annum
Grade 2: R445 917 per annum

CENTRE:
Itshelejuba Hospital

REQUIREMENTS:
Grade 1: Matric senior certificate (Grade 12), Degree/Diploma in Nursing plus one year post Basic qualification in Primary health care. 3-5 years’ experience in Nursing after registration as a Professional Nurse. Current registration with SANC as General Nurse. 2 years experience in Training of which one year must be at PHC environment. Grade 2: Matric Senior Certificate, Diploma/Degree in Nursing plus one year post Basic qualification in Primary Health Care. Current registration with SANC as General Nurse. A minimum of 14 years appropriate/recognizable experience in nursing after registration with SANC in General Nursing and Midwife. At least 10 years of the period mentioned above must be recognizable experience in the specific Specialty after obtaining the relevant one (1) year post-basic qualification required for the relevant Specialty. Computer literacy-Proof must be provided. Valid driver’s license. NB: Proof of work experience signed by Human Resource section must be attached. Recommendations: NIMART training plus one year experience after obtaining the certificate. Experience in PHC training. Experience on HAST Program MCWH, NCD, EPI. Report writing skills, financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and Presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate information objectives in to practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiatives, decisiveness and to acquire new knowledge swiftly. Bothe Pele Principle.

DUTIES:
Assess Sub-District Training needs and co-ordinate the development of integrated training plan involving all the stakeholders. Co-ordinate, manage and monitor the implementation of Training programmes in the sub-district. Ensure the effective and efficient utilization of resources allocated to the section. Adapt and modify training material to keep it current and interest in the health care massage being delivered thereby ensuring buy-in by audience. Assist programme managers to train community members at outreach, to further health practices to the community at large. Translate health care policies as stipulated by provincial programme management into Training initiatives. Work closely with program manager, PHC Supervisors, Sub district trainers and other external service providers in addressing the implementation of Training Programs. Ensure maintenance of quality PHC training in the district.

ENQUIRIES:
Should be directed to TG Msibi Tel No: 034 4134000

APPLICATIONS:
All applications must be addressed to Itshelejuba Hospital, Private Bag X0047 Pongola 3170 or Hand delivered to the Human resources Office at Itshelejuba Hospital.
NOTE: An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za certified copies of ID documents, Std 10, educational qualification, certificates of services and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83. Please note that the selected will to pre-employment screening and verification process. Due to large number of candidate be subjected to application we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constrains there will be no payments of S&T claims.

CLOSING DATE: 01 February 2019

POST 02/123: PROFESSIONAL NURSE SPECIALTY GRADE 1 (TRAUMA & RESUS) REF NO: ITSH 02/2019

SALARY: R362 559 per annum
CENTRE: Itshelejuba Hospital
REQUIREMENTS:
Grade 1: Matric Senior Certificate 12. Diploma/ Degree in General Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A post- Basic qualification with duration of at least 1 year Accredited with the SANC in Specialty, Trauma & Emergency Nursing Science or Critical Care Nursing Science Trauma or General. Registration certificate with SANC - Post Basic Trauma & Emergency or Critical Care Nursing Trauma or General. A minimum of four years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. SANC receipt for 2019 to be attached. Grade 2: A minimum of 14 years appropriate / recognizable experience after registration with SANC in General Nursing and Midwife. At least 10 years of the period mentioned above must be recognizable experience in the specific Specialty after obtaining the relevant one (1) year post basic qualification required for the relevant Specialty.

DUTIES: Provide comprehensive, quality nursing care to patients/clients in a Specialty unit in a cost effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and recognize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care, including awareness and willingness to respond to patient’s needs, requirements and expectation (Batho Pele principles). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all national, provincial and professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effective and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of human resource and financial management policies and procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patients records.

ENQUIRIES: Should be directed to TG Msibi Tel No: 034 4134000
APPLICATIONS: All applications must be addressed to Itshelejuba Hospital. Private Bag x0047 Pongola 3170 or hand delivered to the Human resource Office at Itshelejuba Hospital.
NOTE: An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualification, certificates of services and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to large number of application we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constrains there will be no payments of S&T claims.

CLOSING DATE: 01 February 2019

POST 02/124: PROFESSIONAL NURSE – (SPECIALTY) THEATRE REF NO: ITSH 03/2019

SALARY: Grade 1: R362 559 per annum
Grade 2: R445 917 per annum

CENTRE: Itshelejuba Hospital

REQUIREMENTS:
Grade 1: Matric senior certificate (Grade 12). Degree/Diploma in General Nursing or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife plus one (1) year post basic qualification in Specialty (Diploma in Operating Theatre Technique). A minimum of four (4) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of experience must be attached and verified by HR. SANC receipt for 2019 to be attached. Grade 2: Matric senior certificate (Grade12). Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife. One year post basic qualification in Specialty (Diploma in Operating Theatre Technique). A minimum of 14 years appropriate / recognizable experience in nursing after registration with SANC in General Nursing and Midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific Specialty after obtaining the relevant one (01) year post- basic qualification required for the relevant Specialty. Current registration with SANC as General Nurse, Midwife and Operating Theatre.

DUTIES: Provision of optimal, holistic specialize nursing care provided within set standards and professional/ legal standards. Maintain accurate and complete Patients records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and QIPs. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, efficient and economical use of allocate resources. Provision of effective support to nursing services. Assist in supervision and development of staff. Participate in training and research and programmes e.g. IPC, Quality assurance. Scrubbing for minor and major operations. Provide a safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in Theatre. To provide immediate care to all patients those have been operated. To prepare for the operations ensuring smooth running of theatre. Maintain professional growth / ethical standards and self- development. Promote good working relationship with multidisciplinary team. Ensuring the availability of the necessary basic equipment and stock.

ENQUIRIES: Should be directed to TG Msibi Tel No: 034 4134000
APPLICATIONS: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resource Office at Itshelejuba Hospital.

NOTE: An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualification, certificates of services and professional registration certificates (not copies) submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the
requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints there will be no payments of S&T claims.

CLOSING DATE: 01 February 2019

POST 02/125: CLINICAL NURSE PRACTITIONER REF NO: CNP 01/2018 (X1 POST)

Re-Advertisement

SALARY: R362 559 - R420 318 plus benefits: 12% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE: Dundee Primary Health Care (Elandskraal Clinic)

REQUIREMENTS: Grade 12 (senior certificate), Standard 10, Degree/ Diploma in General Nursing and Midwifery Plus One year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Minimum of 4 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of current registration with SANC (2018). Proof of work experience /Certificate of Service endorsed by Human Resource Department. Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Knowledge of Labour relations and disciplinary procedures. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Recommendation: Valid Driver’s License code 8 or 10.

DUTIES: Provision of an integrated quality and comprehensive primary health care services by promoting 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 and supplies and proper utilization thereof. Monitor and evaluate HR performance EPMDS for all relevant staff. Ensure data management is implemented and monitored.

ENQUIRIES: Mrs. ID Khumalo Tel No: 034 212 1112 Ext 352

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

FOR ATTENTION: Human Resource Manager

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

CLOSING DATE : 08 February 2019 16:00 afternoon

POST 02/126 : PROFESSIONAL NURSE SPECIALTY (PSYCHIATRY) GRADE 1, 2 REF NO: ST 55/2018 (X4 POSTS)
Component: 029823
Re-Advertisement

SALARY : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum

CENTRE : Stanger Hospital

REQUIREMENTS : A Diploma in General Nursing and Diploma in Midwifery plus Advanced Midwifery. Proof of registration with SANC (2018 receipt). Grade 1: A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

DUTIES : Provision of optimal, holistic specialised nursing care with set standards and within a Professional / legal framework. Provide holistic approach to patients’ care according to the nursing process. Delegate duties and support staff in the execution of patients care. Participate in the nursing audits to evaluate nursing care given to patients. Effective utilisation of Human and material resources. Assist with relief duties of the supervisor and act as a junior shift – leader on both day and night shift. To assist Unit Manager / charge Nurse with the overall management of the ward. To promote team approach to patient care for the effective functioning of the unit. To promote good interpersonal relationships with patients, their relatives and visitors. To be accountable for nursing care in the ward in the absence of the Charge Nurse. Provide a safe, therapeutic and hygienic environment for the patient, visitors and staff. Maintain accurate & complete patients’ records according to legal requirements. Participate in all hospital programs e.g. IPC, Quality Assurance etc. Participate in the implementation of clinical guidelines and protocols. Data management.

ENQUIRIES : Ms M. Stevens (Assistant Manager Nursing) Tel No: 032 437 6072

APPLICATIONS : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION : Mr S. Govender

NOTE : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the
advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

**CLOSING DATE** : 01 February 2019

**POST 02/127** : PROFESSIONAL NURSE SPECIALTY (CSSD) GRADE 1, 2 REF NO: ST 02/2019 (X1 POST)
Component: 029500

**SALARY** :
- Grade 1: R362 559 per annum
- Grade 2: R445 917 per annum

**CENTRE** :
Stanger Hospital

**REQUIREMENTS** :
Degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS Registration with SANC as a Professional Nurse PLUS Post basic Diploma Nursing Qualification in Relevant Speciality (Operating Theatre Technique) with duration of One Year Accredited with SANC. Proof of current registration (2019 receipt) A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current/previous work experience endorsed and stamped by HR must be attached. **Grade 2**: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in relevant specialty. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

**DUTIES** :
Assist in planning or organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff patients and public. Provide comprehensive quality nursing care as a member of multidisciplinary team according to the identified needs of the patient based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff / housekeeping staff and give guidance. Ensure continuity of patient care on all levels e.g work book handover rounds. Liaise and communicate with the multidisciplinary team as well other departments within the hospital e.g during operational meetings with Nursing supervision and subordinates. Assist with the allocation change list day and night duty rosters and inputs for leave. Do readjustment as required on the shift to provide adequate nursing cover. Assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Assist in evaluation of staff on work performance according to staff management system. Execute disciplinary code and grievance procedure executed up to a certain level then referred to the nurse to the nurse manager. Assist in orientation, induction and mentoring of all nursing staff and orientation of the other staff. Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e on the job training complete patients related data and partake in research

**ENQUIRIES** :
Mrs M.P Dladla (Assistant Manager Nursing) Tel No: 032 437 6136

**APPLICATIONS** :
Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger
FOR ATTENTION: Mr. S. Govender

NOTE: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally certified copies of highest educational qualification(s) (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy. Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018.

NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE: 01 February 2019

POST 02/128: PROFESSIONAL NURSE SPECIALTY (TRAUMA & RESUSCITATION) – GRADE 1, 2
Ref No: ST 01/2019 (X1 POST)
Component: 029499

SALARY:
Grade 1: R362 559 per annum
Grade 2: R445 917 per annum

CENTRE:
Stanger Hospital

REQUIREMENTS:
Grade 1: Degree /Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS Registration with SANC as a Professional Nurse PLUS Post basic Diploma Nursing Qualification in Relevant Specialty (Trauma & Emergency / Critical Care Nursing Science) with duration of One Year Accredited with SANC. Proof of current registration (2019 receipt) A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current/previous work experience endorsed and stamped by HR must be attached.

Grade 2: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in relevant specialty. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

DUTIES:
Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost effective and efficient manner. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the Scope of Practice and nursing standard as determined by the relevant health facility. Ensure accurate record keeping for continuity of patient care and statistical purposes. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources within the unit efficiently and effectively. Ensure that all
equipment is available, checked and functional. Assist in the evaluation of EPMDS of staff within the unit. Order and monitor the appropriate levels of consumables. Promote a safe, healthy and therapeutic environment for patients, staff and public. Maintain competence in the execution of her/his duties while managing high standards of performance including for others. Work as part of the multidisciplinary team to ensure good nursing care. Assist in the implementation of priority programmes such as National Core Standards, IPC & Ideal Hospital and all other programmes related to quality assurance. Able to plan and organize own work and that of other staff based on the objectives of the unit. Complete patient related data and partake in research. Do readjustment of staff as required on the shift to provide adequate nursing cover. Ensure that patients receive quality nursing care through effective communication, coordination of services and liaison with all disciplines. Provide direct and indirect supervision of all staff in the unit and give guidance. Identify and participate in the analysis and formulation of nursing policies and procedures.

ENQUIRIES
Ms OJ Cebekhulu (Assistant Manager Nursing) Tel No: 032-437 6151

APPLICATIONS
Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION
Mr S. Govender

NOTE
Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience, employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Note: Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE
01 February 2019
APPLICATIONS: Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand deliver to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.

CLOSING DATE: 01 February 2019 at 16h30

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the internship post and reference number that is being applied for must be indicated on your Z83. A comprehensive CV and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Office of the Premier. Late applications, e-mails or faxed applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office two (2) months after the closing date.

The Limpopo Office of the Premier invites suitable Limpopo Unemployed youth graduates aged between 18 and 35 years to participate in an Internship Programme. The duration of the internship programme is twenty four (24) months. Interested and qualifying graduates, who have never participated in an Internship Programme before, are invited to apply for the following Internship Programmes. People with disabilities are encouraged to apply.

INTERNSHIP PROGRAMME FOR 2019/2020-2020/2021 FINANCIAL YEAR

OTHER POSTS

POST 02/129: IGR, INTERNATIONAL RELATIONS & ODA REF NO: OTP/001

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in International Relations/ Political Science.
ENQUIRIES: Ms Maatjie E.M Tel No: 015 287 6365

POST 02/130: ORGANIZATIONAL DESIGN REF NO: OTP/002

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Management Services/Operations Management/ Production Management.
ENQUIRIES: Ms Phahladira M.L Tel No: 015 287 6371

POST 02/131: OFFICE OF THE STATUS OF WOMEN REF NO: OTP/003

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Gender Studies/Equity Studies.
ENQUIRIES: Ms Maatjie E.M Tel No: 015 287 6365

POST 02/132: SPECIAL PROGRAMMES REF NO: OTP/004

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor's Degree requiring a minimum of three (3) years tertiary qualification) in Social Science/Administration.
ENQUIRIES : Ms Phahladira M.L Tel No: 015 287 6371

POST 02/133 : EXPENDITURE AND COMPLIANCE REF NO: OTP/005

SALARY : R68 742 per annum
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Accounting/Accounting Science /Financial Accounting, Financial Management / Internal Auditing.
ENQUIRIES : Ms Maatjie E.M Tel No: 015 287 6365

POST 02/134 : BUDGET PLANNING REF NO: OTP/006

SALARY : R68 742 per annum
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Accounting, Accounting Science, Financial Accounting, Financial Management / Cost and Management Accounting.
ENQUIRIES : Ms Phahladira M.L Tel No: 015 287 6371

POST 02/135 : PERFORMANCE MONITORING AND EVALUATION REF NO: OTP/007 (X2 POSTS)

SALARY : R68 742 per annum
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Monitoring and Evaluation, Admin/Development Studies.
ENQUIRIES : Ms Maatjie E.M Tel No: 015 287 6365

POST 02/136 : DEPARTMENTAL GOVERNMENT INFORMATION TECHNOLOGY REF NO: OTP/009

SALARY : R68 742 per annum
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Information Technology/Computer Studies /Systems Development.
ENQUIRIES : Ms Phahladira M.L Tel No: 015 287 6371

POST 02/137 : COMMUNICATION REF NO: OTP/011 (X2 POSTS)

SALARY : R68 742 per annum
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Journalism /Media Studies/Communications.
ENQUIRIES : Ms Maatjie E.M Tel No: 015 287 6365

POST 02/138 : PROVINCIAL GOVERNMENT INFORMATION TECHNOLOGY REF NO: OTP/012

SALARY : R68 742 per annum
CENTRE : Polokwane (Head Office)
REQUIREMENTS : NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Information Technology/Computer Science/System Development.
ENQUIRIES : Ms Phahladira M.L Tel No: 015 287 6371

POST 02/139 : PERFORMANCE MANAGEMENT REF NO: OTP/014

SALARY : R68 742 per annum
CENTRE : Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Administration / Public Management.

ENQUIRIES: Ms Maatjie E.M Tel No: 015 287 6365

POST 02/140: DEVELOPMENT PLANNING REF NO: OTP/017

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Planning, Development Studies / Project Management plus academic record.
ENQUIRIES: Ms Phahladira M.L Tel No: 015 287 6371

POST 02/141: SPATIAL PLANNING REF NO: OTP/018

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Planning, Development Studies / Project Management.
ENQUIRIES: Ms Maatjie E.M Tel No: 015 287 6365

POST 02/142: SECURITY MANAGEMENT REF NO: OTP/019

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Security Management Services.
ENQUIRIES: Ms Phahladira M.L Tel No: 015 287 6371

POST 02/143: RECORDS MANAGEMENT PROVINCIAL REF NO: OTP/021

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Information Management, Archival Studies, Library Science, Knowledge Management or Management Assistant.
ENQUIRIES: Ms Maatjie E.M Tel No: 015 287 6365

POST 02/144: STRATEGIC MANAGEMENT REF NO: OTP/022

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Development Studies or Strategic Planning.
ENQUIRIES: Ms Phahladira M.L Tel No: 015 287 6371

POST 02/145: LEGAL SERVICES REF NO: OTP/023

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Law.
ENQUIRIES: Ms Maatjie E.M Tel No: 015 287 6365

POST 02/146: HR PLANNING AND SERVICE DELIVERY REF NO: OTP/025

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Administration or Public Management.
ENQUIRIES: Ms Phahladira M.L Tel No: 015 287 6371
POST 02/147: POLICY, RESEARCH AND ANTI-POVERTY STRATEGIES REF NO: OTP/026

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Policy, Research or Development Studies.
ENQUIRIES: Ms Maatjie E.M Tel No: 015 287 6365

POST 02/148: LIMPOPO ECONOMIC GROWTH & DEVELOPMENT PLAN REF NO: OTP/027

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Economics / Development Studies.
ENQUIRIES: Ms Maatjie E.M Tel No: 015 287 6365

POST 02/149: GEOGRAPHICAL INFORMATION SYSTEM REF NO: OTP/0028

SALARY: R68 742 per annum
CENTRE: Polokwane (Head Office)
REQUIREMENTS: NQF 6 (National Diploma or Bachelor’s Degree requiring a minimum of three (3) years tertiary qualification) in Town Planning/GIS/Cartography/Geography, Environmental Science or Land Survey.
ENQUIRIES: Ms Phahladira M.L Tel No: 015 287 6371
ANNEXURE R

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINCIAL TREASURY

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

APPLICATIONS: Applications quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8300 or delivered to at the Metlife Towers Building, Cnr Knight & Stead, 5th Floor, Post Office Building, Kimberley.

FOR ATTENTION: Ms. D Barnett
CLOSING DATE: 01 February 2019
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The department reserves the right not to make appointments to the advertised posts. Please note suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 02/150: CHIEF DIRECTOR – CORPORATE SERVICES REF NO: NCPT/2019/01

SALARY: R1 189 338 per annum (TCE Package) (Level 14)
CENTRE: Kimberley Office

DUTIES: Manage the administration of HRM policies, procedures and programmes: Oversee and monitor the implementation and reviewing of HRM policies. Present to the departmental committee / meetings of all HRM matters. Monitor the
ENQUIRIES: Mr. ATM Mabija Tel No: (053) 830 8333

NOTE: Please note successful candidates will be required to sign a performance agreement and will be subjected to a technical and competency assessment.

POST 02/151: DIRECTOR: INTERNAL AUDITOR REF NO: NCPT/2019/02

SALARY: R1 005 063 per annum (TCE Package) (Level 13)
CENTRE: Kimberley Office

REQUIREMENTS: B-Tech / B.Com Degree (NQF: 7) in Accounting / Auditing / Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 5 years full-time Middle Management experience in an auditing environment. A valid Driver’s license. Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws. Skill in conducting quality control reviews of audit work products. Skills in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses. Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations. Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment.

DUTIES: Provide strategic leadership to the cluster in the delivering of efficient and value adding assurance and consulting services to provincial departments and listed public entities: Establish annually a 3 year rolling internal audit plan and annual internal audit plan per client department/entity for approval by the Audit Committee. Oversee the delivery of the internal audit plans, requests/ad hoc assignments by discussing operational challenges and reviewing draft internal audit reports. Oversee that follow up audits are performed and implementation is monitored. Oversee that the audits are performed in terms of the required IIA standard. Liaise with departments/entity and relevant assurance stakeholders regarding assurance implementation of Organizational Efficiency. Monitor the implementation of HR plan and EE plan. Ensure the implementation of Employee Health and Wellness programmes in the department. Monitor the development and the implementation of HRD strategy and Workplace skills plan. Monitor the implementation of EPMDS procedures and policies. Manage the implementation of Corporate Support Services in the department: Monitor the implementation of sound Legal and Labour Relations Services. Oversee the development, implementation and maintenance of Departmental Information Technology strategies. Manage and monitor the provision of Special programmes in the department. Oversee and direct the provisioning of internal and external communication and media services. Manage corporate services directorate, e.g. Facilities, and security management. Manage records management services. Provide fleet management services. Strategic management of the Chief Directorate: Develop strategic priorities of the Chief Directorate. Develop operational plans for the Chief Directorate. Manage written contributions to departmental quarterly progress reports, Annual reports, Portfolio Committees, Budget speeches, Annual Performance plans. Advice and guide the HOD on matters relating to Corporate Services: Coordinate the development of HRM delegations. Recommend on discipline, grievances and disputes. Recommend on payment of merit awards. Approve appointment of Departmental staff as per HRM delegations. Manage resources in the Chief Directorate: Financial resources. Manage human resources in the Chief Directorate and maintain discipline. Manage training and development of personnel according to agreed interventions. Manage the provision of equipment (assets) required by personnel for achievement of outputs in their respective Job Descriptions. Manage Asset Management.
and consulting services by: Engaging with departments to build working relationships and a conducive audit environment by attending management, risk management committee meetings and AGSA steering committee meetings. Facilitate combined assurance plans through coordinating with other assurance providers to ensure proper coverage and to minimize duplication of effort. Report quarterly progress on the performance of internal audit and the results of internal audit engagements against the internal audit plan to client departments/entity/audit committee and assess/confirm the relevance of internal audit plans. Report annually on the control environment per client department/entity to client department/entity and the audit committee. Foster effective IA management: Provide leadership to the cluster through cluster staff meetings. Provide input into unit’s strategic, annual performance plans, Methodology/policies/charters. Provide strategic leadership in respect of the cluster’s operational plans and compiling the quarterly performance reports. Manage the clusters operational risks by providing input to the unit’s risk registers and ensuring that mitigating actions are implemented. Manage the budget, financial resources and assets. Manage the performance, training and development of officials and ensure the maintenance of discipline. Oversee that the audit management system is applied effectively (audits/timesheets). Participate in NCPT management, unit management and staff meetings. Participate in relevant forum meetings. Oversee and provide valuable IA support to the Audit Committee: Convene and attend Audit Committee cluster meetings as coordinating official and participate in Joint Audit Committee (JAC) meetings. Oversee the Audit Committee pack preparation. Prepare draft reports for AC chairperson. Provide support to Audit Committee secretariat function.

ENQUIRIES:
Mr. J Van Tonder: Jvantonder@ncpg.gov.za
Tel No: (053) 802 5039

NOTE:
Please note successful candidates for will be required to sign a performance agreement and will be subjected to a technical and competency assessment.

POST 02/152:
DIRECTOR: ECONOMIC ANALYSIS REF NO: NCPT/2019/03

SALARY: R1 005 063 per annum (TCE Package) (Level 13)
CENTRE: Kimberley Office

REQUIREMENTS:
An appropriate three year tertiary qualification (NQF/7 as recognized by SAQA) in Economics, Macroeconomics or related fields. A Master's Degree NQF/8 in Economics, Macroeconomics or related fields will be an added advantage. A minimum of 5 years middle management level experience within an Economic Research environment. A valid driver's license. Sound Knowledge of Macroeconomic, applied economics and quantitative tools (such as econometrics or economic modeling). Knowledge of Financial Norms and Standards (PFMA, MFMA, Treasury Regulations, Provincial Treasury Directives). Knowledge of the Medium Term Expenditure Framework Budget. Knowledge of legislation, Directives, and procedures with regards to Financial Management (Division of Revenue Act, Appropriation Act, Intergovernmental Fiscal Relations Act. Policy Analysis and development, Planning and organizing skills, Strategist, analytical Decision Making, Problem Solving, Facilitation skills, conflict management, Computer Literacy, analytical thinking, teamwork and team leadership.

DUTIES:

ENQUIRIES:
Mr. H.V. Gumbo Tel No: (053 830 8408)

NOTE:
Please note successful candidates for will be required to sign a performance agreement and will be subjected to a technical and competency assessment.
OTHER POSTS

POST 02/153: DEPUTY DIRECTOR – DEPARTMENTAL INFORMATION TECHNOLOGY REF NO: NCPT/2019/04

SALARY: R826 053 per annum (TCE Package) (Level 12)

CENTRE: Kimberley Office

REQUIREMENTS: Degree or National Diploma (NQF: 6/7) in Information Technology. Three to five (3-5) year’s supervisory experience in a relevant IT support field. A valid Driver’s license. Knowledge of IT Technical Support, IT Networks and the DPSA CGICT Framework, training, administration, career management, strategic planning, reporting procedures and research. Technical Expertise, Project Management, Functional Ability, Quick Thinking, Diagnostic Action Research, Strategic and Conceptual, Orientation, Innovative Thinking, Problem solving, Communication, Team Player, Coaching and Developing People, Self-driven, Interpersonal Understanding, Departmental Organizational Knowledge, Networking and Influencing skills.

DUTIES:
Align the department's information management system and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of its strategic plan. Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans of the department. Manage IT Governance. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department. Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans, policies, etc. Manage and develop departmental ICT strategies and policies. Represent the relevant department at the GITO Council: Attend GITO Council meetings. Report on issues emanate from the GITO Council meetings. Promote effective management of information and information technology as enabler as a strategic resource: Apply an enterprise wide approach to the use of information management, (information technology systems and infrastructure included) in supporting the business units and business processes, bridging diverse systems to establish a client-focused service strategy, eliminating unnecessary duplication, increase overall coordination and control, and rapidly introduce new systems and technology to improve service delivery. Development information and technology system infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalize unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department. Promote the Utilization of technology as a key enabler for the future in delivering information and services and promote its use in the reengineering/transformation of government service delivery. Manage ICT e-Infrastructure. Manage effectiveness maintenance of hardware, software and licensing. Create an enabling environment for other managers to perform their functions more effectively and efficiently: Close communication as part of the top management team of the department with the top echelon of the department to promote the utilization of information. Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies. Change the culture of the department to embrace an enterprise-wide information management and information technology approach. This requires the visible, strong and continuous support of senior managers. Take a leadership role in knowledge management. Manage IT backup process. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA’s) with SITA and/or other suppliers of information management and information technology goods and services. Manage the standardization of equipment software according to policy. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework:

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Manage IT Risk register. Manage network integrity (WAN system in relation to SLAs/MOUS). Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the Departmental IT unit and staff. Management of Financial Resources and Assets.

**ENQUIRIES**: Mr. TG Ngamole Tel No: (053) 830 8228

**POST 02/154**: DEPUTY DIRECTOR: INTERNAL AUDITOR REF NO: NCPT/2019/13

**SALARY**: R697 011 per annum (TCE Package) (Level 11)

**CENTRE**: Kimberley Office

**REQUIREMENTS**:
- National Diploma / B-Tech / B.Com degree (NQF 6/7/) in Accounting / Auditing/ Internal Audit. Accreditation as a Certified Internal Auditor (CIA) will be an added advantage. 3-5 years full-time experience in an auditing environment. A valid Driver’s License. Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, and management principles and preferred business practices. Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulations and laws. Skill in conducting quality control reviews of audit work products. Skill in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, spreadsheet and other business software to prepare reports, memos, summaries and analyses.

**DUTIES**:
- Provide key input to assurance and consulting coverage in terms of governance, risk and controls: Provide inputs into 3 year rolling and annual internal audit plan per client department / entity. Compile quarterly project management plan. Provide input into unit annual performance plan and Risk Management, methodologies, policies / charter. Manage assurance and consulting services in terms of governance, risk and controls: Manage the delivery of the internal audit plans, requests / ad hoc assignments. Manage that follow up audits are performed and implementation is monitored. Manage that the audits are performed in terms of the required IIA standard. Manage that the audits are valuable to the department. Report audit results: Provide input into quarterly progress reports against internal audit plan to client departments / entity. Review draft report. Discuss the draft report with clients. Support liaison with all IA stakeholders and IA Administration: Participate in Audit Committee meetings. Participate in relevant forum meetings. Provide assurance to Audit Committee packs. Management of performance, training and development of officials. Ensure audit management system is applied effectively (audits/timesheets). Ensure the maintenance of discipline.

**ENQUIRIES**: Mr. J Van Tonder: Jvantonder@ncpg.gov.za Tel No: (053) 802 5228

**POST 02/155**: ASSISTANT DIRECTOR – MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: NCPT/2019/09

**SALARY**: R444 693 per annum (Level 10)

**CENTRE**: Kimberley

**REQUIREMENTS**:
- Degree or National Diploma (NQF: 6/7) in Building and Construction, Project Management, LLB (law) Building environment. 2-3 years’ relevant experience in Public Sector building environment, PPP environment, Budgeting and Financial environment. A valid driver’s license. Knowledge of relevant legislation and policies, Policy analysis and development, Monitoring systems and processes, Strategic planning, Good verbal and written communication skills, organizing skills,
analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skill, computer literacy (Ms Word, Excel and PowerPoint).

**DUTIES**: Assist with the provision of technical advisory support on Local Government Infrastructure Delivery Management: Municipal Infrastructure plans aligned to strategic infrastructure objectives in the Integrated Development Plans. Municipal Infrastructure annual assessment on performance in line with budget process. Provide advisory support in establishing the viability of cost effective PPP projects. Support in ensuring compliance to Standard for Infrastructure Procurement and Delivery Management (SIPDM): Full compliance to SIPDM audit actions. Assist in monitoring Local Government Infrastructure expenditure trends against budget allocations: Credible Monthly DoRA reports and IRM sign off for the Department of COGHSTA (Human Settlement). Credible infrastructure financial reporting in line with section 71 and 72 reports. Assist in monitoring Local Government Infrastructure Implementation against service delivery outcomes: Reduced service delivery backlogs and value for money on delivered infrastructure assets.

**ENQUIRIES**: Mr. E Wax Tel No: (053) 802 5018

**POST 02/156**: ASSISTANT DIRECTOR – EMPLOYEE HEALTH AND WELLNESS REF NO: NCPT/2019/08

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

**CENTRE**: Kimberley

**REQUIREMENTS**: Degree/Diploma (NQF: 6/7) in Psychology/ Health & or Social Sciences. 2-3 years’ relevant experience in an Employee Health & Wellness environment. A valid Driver’s License. Knowledge of Policy analysis and development, monitoring systems and procedures. Relevant legislation and related policies, Labour Relations, Employee Assistance Programme, Ability to communicate ideas verbally and in writing and informally and formally. Basic counselling, planning and organizing skills. Decision making skills, analytical and problem solving skills. Negotiation skills, facilitation skills and conflict management. Presentation and computer literacy (Word, Excel and PowerPoint).


**ENQUIRIES**: Ms. DP Barnett Tel No: (053) 830 8274

**POST 02/157**: ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING & FINANCIAL REPORTING REF NO: NCPT/2019/06

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

**CENTRE**: Kimberley

**REQUIREMENTS**: Degree /Diploma (NQF: 6/7) in Accounting, or a B Com Degree in Accounting with Accounting 3 as a major. 2 -3 years relevant experience in an accounting environment with experience of the compilation of financial statements. A valid driver’s license. Good knowledge of accounting standards, guidelines and frameworks i.e. GRAP, IFRS, GAAP etc. MFMA and other applicable legislation, regulation and prescripts. Administration procedures relating to specific working environment including norms and standards. Compilation of management reports. Change Management. Research and analysis. Project Management. Project planning. Conflict management and Performance Management skills.
**DUTIES**

Provide technical support on the implementation of GRAP and monitoring tool to delegated municipalities: Request submissions of the monitoring tool from the delegated municipalities. Evaluate and recommend on the tool. Follow up on non-submission. Issue a letter of non-compliance. Compile a report on non-compliance. Promote timely submission of credible annual financial statements by delegated municipalities: Sensitize municipalities on the submission of annual financial statements. Compile monthly follow-up schedules and checklist of annual financial statements submission. Monitor and assist with the implementation of annual financial statements plan. Follow up on outstanding annual financial statements after due date. Coordination of Capacity Building initiatives: Compile and circulate invitations. Obtain confirmation of attendance from delegated municipalities. Compile analysis of training attendance. Compile a report on the capacity building session.

**ENQUIRIES**

Mr. H. Salome Tel No: (053) 802 5084

**POST 02/158**

ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: NCPT/2019/05 (X2 POSTS)

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Kimberley Office

**REQUIREMENTS**

National Diploma/ B-Tech/ B. Com Degree (NQF: 6/7) in Accounting/Auditing, Internal Auditor (CIA). Accreditation as a certified Internal Auditor (CIA) (will be an added advantage). 2-3 years full time experience in an auditing environment. A valid Driver’s license. Extensive knowledge of and skills in applying internal auditing and accounting principles and practices, management principles and preferred business practices. Experience in government auditing or accounting, and in supervising and conducting audits in Information Systems and other areas pertinent to the industry. Knowledge of the Standard for the Professional Practices of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors. Knowledge of management information systems terminology, concepts and practices. Knowledge of industry program policies, procedures, regulation and laws. Skill in conducting quality control reviews of audit work products. Skills in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions. Considerable skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines. Skill in negotiating issues and resolving problems. Considerable skill in using a computer with word processing, Spreadsheet and other business software to prepare reports, memos, Summaries and analyses. Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations. Ability to establish and maintain harmonious working relationship with co-Workers, staff and external contracts, and to work effectively in a professional team environment, innovative and creative, accuracy and discipline.

**DUTIES**

Supervise planning of auditing audit projects: Initiate audit assignment: Define audit engagement scope, audit objectives, timeframes and determine audit sample strategy. Perform engagement activities: Prepare notification letter to notify client about engagement. Facilitate the setting of engagement meeting with audit clients. Conduct interviews and identify and monitor the gathering and analysis of relevant information about the auditee, business structure, process, system, key personnel etc. in order to obtain a general overview of operations and plan the audit. Document/ review the detailed process matrix (DPM) from the system notes and documentation received and review/finalized the internal control structure and mapping of controls against actual and potential risks identified. Supervise the risk assessment and evaluation activities. Supervise the execution of the audit program: Compile audit programs: Draft audit programs and plan the audit sampling accordingly. Liaise with team members at the planning execution and
reporting phase. Perform special assignment as directed by management. Monitor compilation of audits as per the operational plan and compliance thereto. Supervise and review client processes and procedure, criteria and evidence: Review, supervise and monitor the work done by senior and internal Auditors for compliance to the international standards for the professional practices of internal audit and internal audit Methodology. Review and assess evidence collected for competency, validity, completeness and determine that it support finding raised and working papers. Supervise and review audit issues and recommendations: Review/ identify/ assess shortcoming that need to be communicated to line management, discuss any significant finding with the client by issuing informal queries. Provide timely coaching to the team members to resolve encountered relating to the working papers. Interact with the client on the need basis to ensure that all audit requests are forwarded timely to achieve the key audit objectives. Report audit results: Review teammate file to determine the completeness of audit work performed and sign off. Review and summaries the audit findings, criteria, effect, foot causes, conclusion and recommendation necessary for the draft audit report. Assist in discussion of the draft report with clients. Update draft report with management comment and action plan received. Update the draft report with auditors comment.

ENQUIRIES
Mr. J Van Tonder Jvantonder@ncpg.gov.za Tel No: (053) 802 5228

POST 02/159
ASSISTANT DIRECTOR: MARCO ECONOMIC ANALYSIS & RESEARCH REF NO: NCPT/2019/07 (X2 POSTS)

SALARY
R356 289 per annum (Level 09)

CENTRE
Kimberley Office

REQUIREMENTS
A Degree (NQF 7 as recognised by SAQA) in Economics, Econometrics or Statistics. 2-3 Years relevant experience in research and analysis. A valid driver’s license’. Knowledge of economic research and analysis, econometrics, applied economics and quantitative tools (such as econometrics or economic modelling) Medium Term Expenditure Framework and intergovernmental relations. Knowledge and understanding of the PFMA, National Treasury Regulations, Expenditure Framework Budget process and procedures, Division of Revenue Act, Provincial Directives and Treasury Regulations Knowledge and understanding of the functioning of Provincial Departments. Analytical thinking, team work and team leadership.

DUTIES
Research the impact of the resource allocation on service delivery and the economy of the province. Collect, capture, edit, tabulate, analyse, research, and interpret key variables that impact on budget decision and outcomes. Identify and analyse development constraints that contribute to the budget process and fiscal development of the Province Assist in compiling the annual Socio-Economic Review of the Province and the Medium Term Budget Policy Statement. Assist with the development, coordinating and updating of the directorate’s statistical/economic database. Disseminate data and research findings to provincial departments, municipalities and other relevant stakeholders. Presenting and reporting writing.

ENQUIRIES
Ms. B Mgaguli Tel No: (053) 830 8385
ANNEXURE S

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

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

ERRATUM: Kindly note that the post of Clinical Coding Trainer and Capacity Building (24 Months Contract) with Ref No: 01/44 advertised in the PSVC 01 dated 11 January 2019 has been withdrawn. We apologise for any inconvenience.

OTHER POSTS

POST 02/160 : HEAD CLINICAL UNIT GRADE 1 (CARDIOTHORACIC SURGERY)

SALARY : R1 643 352 per annum (A portion of the package can be structured according to the individual’s personal needs). It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.

CENTRE : Red Cross War Memorial Children’s Hospital, Rondebosch and University of Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Cardiothoracic Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery. Experience: A minimum of 3 years’ appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Cardiothoracic Surgery. Competencies (knowledge/skills): Extensive experience as primary surgeon in all core operations in the field of Paediatric and Congenital Cardiothoracic Surgery. Post-specialist qualification experience in all modern aspects of Paediatric Cardiothoracic Surgery. Experience in an academic environment, with experience in service management and human resources management; financial management; teaching of under- and post-graduate students with curriculum development; research experience (coupled with extensive academic publications record) and leadership ability. Ability to source funding for research and for new projects. Capability as a leader by example in the clinical environment and able to manage people having good interpersonal skills. Competence in training junior surgeons and mentoring their academic careers. Ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity.

DUTIES : The person appointed to this position will assume responsibility as “Head of Clinical Unit” for: Manage all Paediatric Clinical Services of the Division of Cardiothoracic Surgery in collaboration with the Head of Division. Provide leadership by actively participating in the clinical services of the Division including clinical governance, human resource management and financial management. Perform, or assist and train more junior staff in all paediatric cardiothoracic surgery procedures. Ensure the rational and cost-effective use of resources (including laboratory investigations, medication, consumables and equipment). Liaise with hospital administration and allied clinical departments (Paediatric Cardiology, Anaesthesia, Paediatric Critical Care, and other allied Divisions in Paediatrics) to provide appropriate management of patients to ensure optimal patient outcomes. Conduct and supervise clinical research in conjunction with the Head of Division.

ENQUIRIES : Prof P Zilla, Tel No: (021) 406-618; Email address: peter.zilla@uct.ac.za

APPLICATIONS : the Director: People’s Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 01 February 2019
POST 02/161  :  **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**  
Chief Directorate: Metro Health Services

**SALARY**          :  R581 826 (PN-B4) per annum
**CENTRE**          :  Lotus River CDC (Southern/Western Sub-Structure)
**REQUIREMENTS**    :  Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to attend community needs after hours. Competencies (knowledge/skills): Computer literacy (MS office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.

**DUTIES**          :  Support to overall management of Clinical, HRM, Financial and Supply Chain Management of community day centres in the PHC Platform. Facilitate the development of community participation programmes and support facility based services for geographical area (Southern/Western sub-districts). Ensure implementation of standards for safe patient care for PHC Platform. Responsible for planning, co-ordination, supervision and control of PHC services for geographical area. Ensure that prescribed policies and procedures are implemented and contribute to quality patient care. Personnel development, i.e. assessing in-service training needs and planning for PHC Platform.

**ENQUIRIES**       :  Ms LM Appolis Tel No: (021) 202-0933
**APPLICATIONS**    :  The Director: Southern/Western Sub-structure Office, People Management, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION**   :  Ms F Le Roux
**NOTE**            :  No payment of any kind is required when applying for this post.
**CLOSING DATE**    :  01 February 2019

POST 02/162  :  **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**  
Chief Directorate: Rural Health Services

**SALARY**          :  R532 449 (PN-B3) per annum
**CENTRE**          :  Paarl Hospital
**REQUIREMENTS**    :  Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows for registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: General or Critical Care Nursing or Medical and Surgical Nursing Science: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve the Night Manager. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and departmental policies. Basic knowledge and experience in office administration, financial and procurement administration. Basic computer literacy. People Management, disciplinary and conflict management skills. Experience in
the use of clinical equipment and control of budget levels. Proficient in at least two of the three official languages of the Western Cape. Knowledge and understanding of nursing legislation and legislative framework within Public Service.

**DUTIES**
Ensures nursing practice occurs in accordance with relevant legislation codes/policies. Effectively manage the utilisation of resources, both human and financial. Quality Improvement. Coordinate training and research. Provide support to Nursing Services, which includes relief duties for the Area Managers on both day and night duty. Maintain professional growth.

**ENQUIRIES**
Ms H Louw Tel No: (021) 860-2839

**APPLICATIONS**
The Chief Executive Officer: Paarl Hospital, Private Bag X3021, Paarl, 7620.

**FOR ATTENTION**
Mr KN Cornelissen

**NOTE**
No payment of any kind is required when applying for this post.

**CLOSING DATE**
01 February 2019

**POST 02/163**
OPERATIONAL MANAGER NURSING (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)
Garden Route District

**SALARY**
R532 449 (PN-B3) per annum

**CENTRE**
Mossel Bay Hospital

**REQUIREMENTS**
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to perform after-hour and weekend standby duties for the hospital. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Management skills such as leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills. Human Resource and Financial Management. Clinical governance and extensive knowledge in general nursing, as well as Midwifery and Neonatology. Knowledge of relevant legislation pertaining to Labour Relations, Nursing Legislation, related legal and ethical nursing practices, relevant Public Sector Policies and Protocols. Computer literacy (MS Word, Excel, PowerPoint and Outlook).

**DUTIES**
Responsible for the coordination and delivery of quality nursing care within the Obstetrics and Gynaecology department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Manage human resources, including staff performance, people development and disciplinary processes. Manage material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.

**ENQUIRIES**
Ms JA Mahlangu, Tel No: (044) 604-6104

**APPLICATIONS**
The Manager: Garden Route District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTION**
Ms S Pienaar

**NOTE**
No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of the interview.

**CLOSING DATE**
01 February 2019

**POST 02/164**
OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Chief Directorate: Metro Health Services

**SALARY**
R532 449 (PN-B3) per annum

**CENTRE**
Michael Mapongwana Community Health Centre

**REQUIREMENTS**
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African
Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care (48), accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2019). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, public holidays and weekends to manage hospital after-hours. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills. Basic computer literacy (MS Word, Excel and Outlook). Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

Coordinate and deliver quality nursing care within the department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and subordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES**

Ms C Steyn, Tel No: (021) 360-4713

**APPLICATIONS**

The Director: Khayelitsha/Eastern Sub-structure Office, Corner of Walter Sisulu and Steve Biko Drive, Khayelitsha, 7784.

**FOR ATTENTION**

Ms E Weaver

**NOTE**

No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a competency test.

**CLOSING DATE**

01 February 2019

**POST 02/165**

OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OBSTETRICS)

Chief Directorate: Metro Health Services

**SALARY**

R420 318 (PN A5) per annum

**CENTRE**

Karl Bremer Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e. annual licensing receipt of 2019). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in Obstetrics. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to Nursing within the public sector. Ability to function independently, as well as part of a multidisciplinary team. Effective interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

**DUTIES**

Plan, manage, coordinate and maintain an optimal Nursing Service as an Operational Manager in an Obstetrics setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate, coordinate and participate in training, development and research within the Nursing Department. Deliver a support service to the
Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms E Linden-Mars Tel No: (021) 918-1224
APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville 7535.
FOR ATTENTION : A Dyers
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 February 2019

POST 02/166 : CHIEF DIETICIAN GRADE 1 (INTEGRATED NUTRITION PROGRAMME COORDINATOR)
Chief Directorate: Metro Health Services

SALARY : R440 982 per annum
CENTRE : Klipfontein/Mitchell’s Plain Sub-structure Office
REQUIREMENTS :
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with the (HPCSA) as Dietician. Experience: A minimum of 3 years appropriate experience in Dietetics after registration with the HPCSA. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Proven leadership, interpersonal and communication skills. Management, monitoring and evaluation experience. Appropriate experience with the implementation of the key performance areas of the Integrated Nutrition Program (INP). Supervisory experience. Computer literacy (MS Office: Word, Excel, and PowerPoint). Ability to communicate well in at least two of the three official languages of the Western Cape.

DUTIES :
Coordinate planning, development, implementation, monitoring and evaluation of all INP programs, interventions and projects within the district. Coordinate the Integrated Nutrition Programme (INP) budget effectively and monitor the expenditure of allocated funds. Informal staff training and support in the related field. Provide nutritional service delivery when required to do so (during times such as relief of staff, pilot projects, staff training purposes).

ENQUIRIES : Ms F Peters Tel No: (021) 370-5121
APPLICATIONS : The Director: Klipfontein/Mitchell’s Plain Sub-structure Office, Private Bag X7, Lentegeur, Mitchells Plain, 7789 or Lentegeur Psychiatric Hospital, Highlands Drive, Mitchells Plain, 7785.
FOR ATTENTION : Mr RS Jonker
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 February 2019

POST 02/167 : RADIOGRAPHER GRADE 2 TO 3 (RADIATION ONCLOGY)

SALARY : Grade 2: R440 982 per annum
Grade 3: R519 456 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS :
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as a Radiographer in Radiation Oncology. Experience: Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiation (Oncology) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in Radiation (Oncology) 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 relevant experience after registration with the HPCSA in Radiation (Oncology) in respect of South African qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiation (Oncology) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to work after-hours and shifts. Competencies
DUTIES: Render administrative and information support to Unit Manager. Clinical training of students. Ability to treat patients and other staff with patience and empathy.

ENQUIRIES: Ms K Ismail, Tel No: (021) 938-4701
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payments of any kind are required when applying for this post.
CLOSING DATE: 01 February 2019

POST 02/168: ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (X2 POSTS)
Chief Directorate: Metro Health Services

SALARY:
Grade 1: R374 364 per annum
Grade 2: R440 982 per annum
Grade 3: R519 456 per annum

CENTRE:
Retreat CHC (X1 Post)
Du Noon CHC (X1 Post)

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) 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’ relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years’ relevant experience after registration with the HPCSA in Radiography (Ultrasound) 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’ relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years’ relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage.

DUTIES:
Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. To service geographical areas in the sub-district.

ENQUIRIES:
Retreat CHC: Mr H Lemmetjies Tel No: (021) 713-9800
Du Noon CHC: Mr W Caesar Tel No: (021) 200-4500

APPLICATIONS:
The Director: Metro Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION:
Mr F Le Roux
NOTE:
No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of
application for registration with the relevant council and proof of payment of the
prescribed registration fees to the relevant council are submitted with their job
application/on appointment. Please note that the afore-said concession is only
applicable on health professionals who apply for the first time for registration in a
specific category with the relevant council (this includes individuals who must apply
for change in registration status).

CLOSING DATE : 01 February 2019

POST 02/169 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY:
OPHTHALMOLOGICAL NURSING)
Garden Route District

SALARY : Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum

CENTRE : Knysna/Bitou Sub District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree
in nursing) or equivalent qualification that allows registration with the South African
Nursing Council (SANC) as a Professional Nurse. A post-basic nursing
qualification with a duration of at least 1 year accredited with the SANC in medical
and Surgical Nursing Science: Ophthalmological Nursing. Registration with a
professional council: Current registration with the SANC as Professional Nurse.
Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience
in nursing after registration as Professional Nurse with the SANC in general
nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in
nursing after registration as Professional Nurse with the SANC in general nursing.
At least 10 years of the period referred to above must be appropriate/recognisable
experience in the specific specialty after obtaining the 1-year post-basic
qualification as mentioned above. Inherent requirement of the job: Valid (Code
B/EB) driver’s licence and willingness to travel within the Sub-district.
Competencies (knowledge/skills): Good interpersonal, leadership and computer
literacy (MS Word and Excel). Ability to function independently, as well as in a
multi-disciplinary team to ensure good nursing care. Proficient in the Ophthalmic
Clinical practice with regard to Care Provision and management. Demonstrate an
in-depth knowledge of Professional, Ethical and Legal practice. Ability to
communicate effectively (written and verbal) in at least two of the three official
languages of the Western Cape.

DUTIES : Responsible for operational management of Sub-district Ophthalmic Health
Services, (i.e. Hospital; CDC’s, clinics, mobiles and satellites). Ensure that all
prescribed health policies are implemented. Ensure efficient planning, control and
the effective use of all resources. Liaise with all role-players within the
Knysna/Bitou sub-district to ensure appropriate service delivery.

ENQUIRIES : Ms L Ziervogel Tel No: (044) 302-8400
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George,
6530.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post. Candidates who
are not in possession of the required qualifications will be appointed into the
general stream, and they will be required to obtain the necessary qualifications
within a predetermined period of time. Candidates without the required post-basic
qualifications can only be appointed if no suitable candidates with the required
educational qualifications could not be found. “Candidates who are not in
possession of the stipulated registration requirements, may also apply. Such
candidates will only be considered for appointment on condition that proof of
application for registration to register with the relevant council and proof of
payment of the prescribed registration fees to the relevant council are submitted
with their job application/on appointment. This concession is only applicable on
health professionals who apply for the first time for registration in a specific
category with the relevant council (including individuals who must apply for change
in registration status)”

CLOSING DATE : 01 February 2019
POST 02/170 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)  
Garden Route District

SALARY :  
Grade 1: R362 559 (PN-B1) per annum  
Grade 2: R445 917 (PN-B2) per annum

CENTRE : Kynsna Hospital

REQUIREMENTS :  
Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. A post-basic qualification with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate, recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in Advanced Psychiatry. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays, night duty). Competencies (knowledge/skills): Sound knowledge and understanding of Mental Health Care Act, Child Health Act, Nursing and Health Services related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, MS Excel and MS Outlook). Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytic thinking, independent decision making and problem-solving skills.

DUTIES :  
Provide optimal, holistic specialised nursing care within set standards and professional or legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services: relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standards operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES : Ms GA Lloyd Tel No: (044) 302-8400
APPLICATIONS : The Director: Garden Route District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)“

CLOSING DATE : 01 February 2019

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/
CLOSING DATE : 01 February 2019

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NOTE: The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applicants must ensure that the required documentation are uploaded before applying for the vacancies. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

MANAGEMENT ECHELON

POST 02/171: DEPUTY DIRECTOR-GENERAL: PLANNING - REF NO: PS 1
Branch: Education Planning

SALARY: R1 466 378 (Level 15). An all-inclusive salary package, consisting of a basic salary, and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Head Office, Cape Town

REQUIREMENTS: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA. Minimum of 8 years of experience at senior managerial level. Job Purpose: To provide management information, planning, strategy, policy coordination and quality assurance services as well as oversee the infrastructure and resourcing portfolio (capital projects and maintenance projects).

DUTIES: Line Management: Strategic management, guidance and advice in respect of the rendering of effective and efficient education management information, planning, strategy, policy coordination and quality assurance service, infrastructure planning and resource management. This includes the following broad areas of service delivery: Plan and coordinate the management of infrastructure projects, learner transport schemes, equipment, and LTSM delivery. Determine future educational infrastructure needs. Manage the planning and co-ordination of the building of schools and other infrastructure programmes in conjunction with the department of Public Works. Ensure the effective utilisation and maintenance of all WCED accommodation. Manage the planning and co-ordination of the Learner Transport Scheme. Manage the planning and co-ordination of equipment and LTSM delivery. Develop, plan, manage and co-ordinate education research. Plan required research activities. Undertake research activities. Manage and coordinate research activities. Publish and report on research findings. Develop and manage education knowledge and information systems and coordinate ICT. Develop and maintain knowledge management MIS and ICT policy and systems for the department. Co-ordinate the process of turning tacit explicit knowledge into institutional knowledge. Manage the interface with e-innovation and other service providers. Co-ordinate publication and dissemination of institutional knowledge and management information generated within the education system. Plan and oversee the provisioning of ICT requirements (MSP). Provide access to management information. Monitor and review knowledge management practices. Monitor and evaluate the performance of education delivery at specified levels and areas of the education system. Manage the development of the M & E and organisational PM systems. Manage the application of the M & E and organisational PM systems and reporting. Planning and Policy Co-ordination: Co-ordinate the departmental policy development process. Initiate and evaluate requests for policy development. Facilitate policy alignment within the department. Manage the policy register. Facilitate the policy communication process. Provide expert advice and support on policy development. Facilitate the legislative process of primary and secondary statutory policy. Provide business planning and strategy services to the department. Facilitate the departmental strategic and operational planning process. Ensure alignment of departmental policy, planning and budget processes. Ensure the efficacy of the strategic review process. Facilitate the publication of the departmental annual report. Investigate alternative service
delivery options. Plan and co-ordinate special curriculum and institutional programmes. Ensure efficient and effective enterprise-wide risk management systems.

ENQUIRIES : Mr BK Schreuder Tel No: (021) 467-2535
CLOSING DATE : 01 February 2019

POST 02/172 : CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES – REF NO: PS 2
Branch: Corporate Services

SALARY : R1 189 338 (Salary Level 14). An all-inclusive salary package consists of a basic salary, and the employer’s contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE REQUIREMENTS : Head Office, Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years’ experience at senior managerial level. Additional requirements are as follow: A post graduate qualification in Human Resources or Business Administration. A valid code EB driver’s license.


ENQUIRIES : Mr L Ely Tel No: (021) 467-2537
CLOSING DATE : 01 February 2019
NOTE : This post was previously advertised (PS 78 SMS Bulletin 2A/2018). Candidates that applied need not to re-apply.

POST 02/173 : DIRECTOR: E-LEARNING: SENIOR PROJECT LEAD – REF NO: PS 3
Branch: Curriculum & Assessment Management

SALARY : R1 005 063 (Salary level 13) all-inclusive package (A portion of the package can be structured according to the individual’s personal needs).

CENTRE REQUIREMENTS : Head Office, Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) or equivalent qualification and 5 years of experience at middle management or senior management level. Recommendation: An appropriate post-graduate qualification (NQF level 8 or higher) will serve as a strong recommendation. Knowledge: Knowledge of legislation, regulations, acts, agreements, policies, associated schedules and procedures: White paper on e-education and the Schools, SITA, Public Finance Management Acts. Knowledge of the latest advances in public management theory and practice. Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / infrastructure and networks / Business and Systems analysis / Architecture and
frameworks. Advanced knowledge of modern systems of governance and administration. Knowledge of the policies of the government of the day. Knowledge of Constitutional, legal and institutional arrangements governing in the South Africa public sector. Knowledge of communication, public participation and public education. Skills: The skills required of a high level in-house advisor. Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Team building and strong inter-personal skills. Excellent communication skills. Outstanding planning, organizing and people management skills. Expert computer literacy skills.

**DUTIES**

Line Management: Strategic management, guidance and advice in respect of the management of Education in the broadband initiative. This includes the following broad areas of service delivery: Manage project efficiently and effectively by applying generally recognised project management principles and best practices. Develop and implement a project administration framework and mechanisms for: project documentation; project workflow processes; project progress reports; project executive reporting; project meetings structure, frequency and formats; project discipline procedures; project working-groups or special task teams. Manage project management processes, sub-project managers and project office. Manage and implement project business plan and project implementation plans. Effective participation in projects, teams and committees. Promote and develop a cordial working relationship with clients, project teams and other role players. Provide managers with advice and inputs when and where required. Maintain and contribute towards a spirit of discipline, co-operation and team work. Application in general security. Promote effective management of eLearning as a strategic resource. Manage contracts, business agreements and service level agreements.

**ENQUIRIES**

Dr P Beets Tel No: (021) 467-2346

**CLOSING DATE**

01 February 2019