PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 04 OF 2019
DATE ISSUED: 01 FEBRUARY 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

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 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. 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 04/01
ADMINISTRATION CLERK REF NO: CSP/01/2019

SALARY
R163 563 per annum

CENTRE
Pretoria

REQUIREMENTS
Grade 12. A minimum of 1 to 2 years' experience in Office Management and Administration. Technical Competencies: Office Management and Administration, Secretarial functions and Office Administrative systems. Good communication (written and verbal), planning and organizing, problem analysis and decision making and computer skills (MS Word, MS Excel, PowerPoint), Ability to work independently and under pressure.

DUTIES
Render general clerical support services. Record, organize, store, capture and retrieve correspondences and data. Handle routine enquiries. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurements of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items and stock control of office stationery. Provide personnel administration and clerical support within the component. Maintain leave register for the component. Keep and maintain personnel records in the component. Provide financial administration support services in the component. Capture budget and update expenditure in the component. Arrange travel and accommodation for staff. Check correctness of subsistence and travel claims of officials. Offer administrative support to the Director: Research.

ENQUIRIES
Ms N Sefiti / Mr S Matsapola Tel No: (012) 393 4359/2500
DEPARTMENT OF DEFENCE

CLOSING DATE: 22 February 2019 (Applications received after the closing date and faxed copies will not be considered).

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

SUCCESSFUL candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 04/02: ASSISTANT DIRECTOR EDITING REF NO: DI/37/19

SALARY: R356 289 per annum (Level 09)
CENTRE: Defence Intelligence (Directorate Strategic Intelligence), Pretoria
REQUIREMENTS: BA (Hons) Degree in English is essential (Preferably NQF 07). Postgraduate training in other language will be a recommendation. Applicants with one year experience in an Assistant Director’s Editing post or alternative courses may also apply. Special requirements (skills needed): High level of computer literacy and proven integration skills and experience. Excellent English language, good verbal and written communication. Good discipline, self-motivation, analytical thinking, excellent reasoning ability, interpersonal and problem solving skills. Must be able to obtain Secret Security Clearance within a year.
DUTIES: Assist with final editing of Defence Intelligence documents. Assist with the preparation and presentation audio-visual Defence Intelligence products, Counter Intelligence and Foreign Relations products into final Defence Intelligence products. Ensure uniformity in layout of products and the correct use of language. Ensure that different inputs corresponded with the Defence Intelligence point of view. Assist with administrative and training responsibilities.
ENQUIRIES: Ms E. Foster Tel No: (012) 315-0175
APPLICATIONS: Department of Defence, Defence Intelligence, Private Bag X367, Pretoria, 0001. (278 Madiba Street, Liberty Building).
FOR ATTENTION: Ms E. Foster
POST 04/03 : SENIOR ADMINISTRATION CLERK REF NO: NCACI/36/18

SALARY : R163 563 per annum (Level 05)
REQUIREMENTS : Minimum Grade 12 certificate. Experience in a clerical support environment with specific reference to a Registry environment will be an advantage. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Special Skills: Numeracy, Literacy, Typing, Operating equipment (photocopier) and Language skills.
DUTIES : Provide general administrative support services. Provide supply chain clerical support services within the Directorate such as the upkeep of Asset Register and arrangement of Asset Disposal Check. S&T claims for correctness. Provide personnel administration clerical support services within the Directorate. Carry out other tasks as delegated by the Director.
ENQUIRIES : Ms Farao Tel No: (012) 355 5079
APPLICATIONS : Department of Defence, National Conventional Arms Control Inspectorate, Private Bag X910, Pretoria, 0001, Hand delivery address: Armscore Building, 370 Nossob Street (near Delmas Road), Pretoria
NOTE : Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.

POST 04/04 : PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: LOG/20/18/02
This is a re-advertisement applicants who previously applied may re-apply

SALARY : R163 563 per annum (Level 05)
CENTRE : DOD 93 Ammu Depot
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4), Administration experience and/or a recognised post matric qualification in this or related field will be an advantage. Special requirements (skills needed): Computer literate, Communication-, interpersonal-, problem solving- and conflict handling skills. Ability to work independently.
DUTIES : Provide provisioning administration services. Record, organise, storing and retrieving of information. Perform administrative functions related to the work in the office environment. Provide information when dealing directly clients. Maintain an effective filing system. Carry out other tasks as delegated by supervisor.
ENQUIRIES : Ms L.P. Madike Tel No: (012) 671 0049
APPLICATIONS : Department of Defence, DOD 93 Ammunition Depot, Private Bag X1, Jan Kempdorp 8850 or may be hand delivered at DOD 93 Ammunition Depot, Jan Kempdorp, Northern Cape

POST 04/05 : GENERAL STORE ASSISTANT REF NO: LOG/20/18/03
This is a re-advertisement applicants who previously applied may re-apply.

SALARY : R96 549 per annum (Level 02)
CENTRE : DOD Ammunition subdepot Naboomspruit
REQUIREMENTS : A minimum of Grade 10 (NQF Level 2/ABET Level 4). Previous experience will be an advantage. Special requirements (skills needed): Communication- and interpersonal skills. Must be physically healthy.
ENQUIRIES : Ms L.P. Madike Tel No: (012) 671 0049
APPLICATIONS : Department of Defence, DOD Ammunition Subdepot, Private Bag X91, 0560 or may be hand delivered at DOD Ammunition Subdepot Naboomspruit
POST 04/06  :  DRIVER/MESSENGER  REF NO: LOG/20/18/04
This is a re-advertisement applicants who previously applied may re-apply.

SALARY  :  R96 549 per annum (Level 02)
CENTRE  :  DOD 93 Ammunition Depot Jankempdorp, Northern Cape
REQUIREMENTS  :  A minimum of Grade 10 (NQF Level 2/ABET Level 4). (1) to three (3) years’ experience in driving and messenger services. A valid B (Code 8) driver’s licence. Special requirements (skills needed): Communication- and interpersonal skills. Knowledge of transport processes and procedures. Time management skills. Ability to work under pressure and meet deadlines. Must be physically healthy to perform duties.
DUTIES  :  Perform driving/messenger duties. Manage the receipt and delivery of mail/documents and passengers. General maintenance and storage of motor vehicles. Perform general administrative and record keeping tasks as/when required. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled.
ENQUIRIES  :  Ms L.P. Madike Tel No: (012) 671 0049
                    Lt Col v.d Westhuizen Tel No: (012) 671 0376
APPLICATIONS  :  Department of Defence, DOD 93 Ammunition Depot, Private Bag X1, Jankempdorp, 8850 or may be hand delivered at DOD 93 Ammunition Depot, Jankempdorp. Northern Cape

POST 04/07  :  CLEANER II (X5 POSTS)
This is a re-advertisement applicants who previously applied may re-apply.

SALARY  :  R96 549 per annum (Level 02)
CENTRE  :  DOD School of Logistics, Cape Town, Ref No: LOG/20/18/05A (X2 posts) 93 Ammunition Depot, Jankempdorp, Northern Cape, Ref No: LOG/20/18/05B (X3 Posts)
REQUIREMENTS  :  A minimum of Grade 10 (NQF Level 2/ABET Level 4). Previous experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.
DUTIES  :  Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES  :  Ms L.P. Madike Tel No: (012) 671 0049
                    Lt Col v.d Westhuizen, Tel No: (012) 671 0376
APPLICATIONS  :  Department of Defence, DOD School of Logistics Training, Private Bag X2, Wynberg, 7824, Cape Town or may be hand delivered at DOD School of Logistics Training Cape Town.
                    DOD 93 Ammunition Depot, Private Bag X1, Jankempdorp, 8850 or may be hand delivered at 93 Ammunition Depot, Jankempdorp, Northern Cape
ANNEXURE C

DEPARTMENT OF ENERGY

APPLICATIONS: The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION: Mr. D Mbokota/ Mr. T Kekana

CLOSING DATE: 15 February 2019

NOTE: Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. N.B email or fax applications will not be accepted.

OTHER POSTS

POST 04/08: DEPUTY DIRECTOR: NUCLEAR LIABILITIES MANAGEMENT

SALARY: R826 053 per annum (Level 12) (inclusive package)

CENTRE: Head Office

REQUIREMENTS: A BSc Hons Degree in Nuclear Sciences/Natural Science (major in physical sciences and Chemistry) with minimum 3 years experience at junior management level in the nuclear sector, specifically Nuclear liability management PLUS the following key competencies: Knowledge of Nuclear policies and legislation, Government processes, Knowledge of programme and project management techniques, Knowledge of a management framework, including the development of relevant performance indicators, Knowledge of the results based management Comprehensive and up-to-date knowledge in nuclear liabilities infrastructure elements and their role (functions, responsibilities, linkages, etc.), Knowledge of procurement and budgeting/financial concepts and principles, Expertise in Nuclear Liabilities Management Thinking Demand: Be able to draft and interpret highly technical directives/policies and strategy documents, Sound judgment in applying professional expertise to identify problems and contribute to their solution, Strong ability to analyze information, including the ability to understand complex problems and draw appropriate conclusions, Possesses and applies knowledge of the Nuclear Liabilities Management programme, strategies, and approaches, and keeps abreast of new developments in the area of profession. Commitment to the DoE's strategy and the ability to apply organizational policies and procedures consistently, Ability to focus on results in programme/project planning, monitoring and implementation, to integrate new approaches and innovations, and to ensure the effective and efficient use of regular and extra-budgetary funds, Skills: Communication skills (verbal and written), Management and organizational skills, Computer skills, Creativity and innovation, Interpersonal skills, Analytical skills, Organizing and Co-ordination, Facilitation and Implementation, Well-developed interpersonal relationships at all levels, Problem solving and
analysis, Strategic capability, Policy development and implementation, Personal Attributes: Able to work under pressure, Dedication and self-motivation, Must be able to make decisions and prioritize, Abilities to build collaborative partnerships with other relevant stakeholders in the same area, Familiarity with and understanding of the specific needs and conditions of relevant stakeholders and proven ability in matters relating to strengthening human capacity development, Ability to lead a team, providing clear direction, motivating staff, managing their performance appropriately and fairly, and dealing with possible conflicts, Recommendation: A valid code EB driver’s license.

DUTIES: Ensure the monitoring and evaluation of the decommissioning projects in order to comply with the relevant policies and strategies d. Radio Waste Annual Plan of Action submitted by Nuclear Operators for approval by DoE Minister, Ensure the decommissioning of programme is in line with an appropriate nuclear liability management framework, Administer International obligations pertaining to South Africa acceding to an International Nuclear Liability Convention, and being a Member State to the Joint Convention, Ensure that the South Africa ratifies the Nuclear Liability Convention, and that impacted stakeholders (i.e. the nuclear operators and the regulator) comply with the agreed obligation, Contribute to drafting/maintaining the national policy and related strategies for nuclear liabilities management, Ensure/Conduct studies in order to manage the nuclear liabilities management, Identify areas of research and assess results thereof on nuclear liabilities for possible implementation in South Africa, Manage the Sub-directorate.

ENQUIRIES: Mr Thabiso Pié Tel No: 012 406 7504

POST: EMPLOYMENT RELATIONS PRACTITIONER

SALARY: R299 709 per annum (Level 08)

CENTRE: Pretoria


DUTIES: Investigate & Handle Misconduct & Grievance Cases, Represent the Department in conciliation and arbitration cases, Coordinate & Provide Secretariat Support to the Task Team, Compile & Maintain an Accurate Database and Statistics for reported cases, Provide Support & Expert Advice to Managers Regarding the Management of Discipline and Resolution of Grievances, Conduct Workshops and Presentations to managers and employees on Labour Relations Related Matters, Advise on the Correct Interpretation & Implementation of the Departmental Policies and PSCBC Resolutions in Labour Relations, Facilitate the DBC employer caucus.

ENQUIRIES: Mr ME Lamola Tel No: (012) 406 7485

POST: ADMINISTRATIVE OFFICER (INVENTORY AND DISTRIBUTION)

SALARY: R242 475 per annum (Level 07)

CENTRE: Head Office

REQUIREMENTS: National Diploma or Degree in Business Management/ Public Management/Administration/ Public Procurement Management/Supply Chain Management/Logistics Management and Minimum of one (1) year experience as an Administration Clerk in Supply Chain Management PLUS the following key
competencies. Knowledge of: PFMA, SCM, PPPFA, Treasury regulations Thinking
Demand: Problem Solving, Creativity, Ability to negotiate Skills: Computer
Literacy, LOGIS, Basic Accounting and analytical skill, Good verbal and written
communication Personal Attributes: Self-driven, Innovative and self-confident,
Ability to work under pressure Learning Field Logistics/Warehousing Purchasing
Management/, Administration/Supply Chain Management.

DUTIES : Oversee the receipt and issue of stores, Monitor and report on the inventory level
and replenishment of stores, Follow up of discrepancies in stock levels, deliveries,
etc, Approve/authorise procurement advices, Execute and oversee periodic
warehousing and inventory functions (stock taking disposals etc.)Follow up on
orders and other stores logistics issues, Supervise and develop staff.

ENQUIRIES : Mr David Rakgalakane Tel No: (012) 406 7694
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM

GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply.

APPLICATIONS: The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria.

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 15 February 2019

NOTE: Applications must be submitted with Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver’s license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. 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 successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance”. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

ERRATUM: Please note that the following posts (Freelance Translators, Freelance Project Managers and Freelance Database Managers) advertised in Public Service Vacancy Circular 03 dated 25 January 2019, they were advertised with incorrect Directorates, The correct directorate names are as follows: Freelance Translators–Content Development, Freelance Project Managers – Government Communication Monitoring and Evaluation, Freelance Database managers- Marketing and Distribution.

INTERNship Programme

Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2018/2019 financial year. The internship is meant to provide work exposure to two (2) graduates for a period of twenty (24) months. Applicants must be unemployed and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.

OTHER POST

POST 04/11: INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: 3/1/5/1 – 19/07 (X2 POSTS)

(24 months contract)

Chief Directorate: Internal Audit

STIPEND: R6747.75 per month

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification in Internal Auditing/Information Systems/Accounting and Auditing. Good interpersonal skills,
proficiency in English and good communication skills, zealous, hardworking, and deadline-driven individual. The successful must be analytical, and have high attention to detail. He/she should have an understanding of broader audit (auditing standards), governance e.g. PFMA, Corporate Governance and business knowledge. Ambitious and willingness to learn.

ENQUIRIES

Mr E Nedzamba Tel No: 012 4730166/Mr M Monyamane Tel No: 012 4730035
ANNEXURE E

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(UMFLOLOZI TVET COLLEGE)

APPLICATIONS : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

CLOSING DATE : 21 February 2019 at 16:00pm.

NOTE : Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) 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 Z83 and a Covering letter must be attached. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

OTHER POSTS

POST 04/12 : CURRICULUM SPECIALISTS (X2 POSTS)

SALARY : R356 289 per annum (Level 09) plus benefits as applicable in the Public Sector

CENTRE : Central Office:
NC (V) Business Studies Ref No: 2018/002 (Re-advertisement)
NC (V) Fundamentals Ref No: 2019/004

REQUIREMENTS : A recognised and appropriate tertiary qualification. A minimum of five years related experience in an education and training environment of which at least three years teaching experience in the TVET sector. Qualified Assessor and Moderator. Valid driver’s license. An understanding of programme development, delivery management and examinations at an academic institution. In-depth knowledge of the relevant subject sector. Ability to plan and manage projects. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge and insight into Sector regulatory and legislative framework, policies and procedures, collective agreements governing the TVET Sector, academic assessment and moderation procedures, Learnership and skills programme protocols and procedures (ETQA and SETA-related). Expert knowledge of industry skill standards and occupations instructional strategies, curriculum standards, and assessment. Advantageous: Registered Assessor and / or Moderator with a relevant SETA. Experience as a National Examiner or Moderator in relevant subject fields.

DUTIES : KRA: Curriculum Development: Coordinate the planning, design and development of programme content and assessments. Identify and develop occupational programmes. Develop and lead College sector-specific workshops on curriculum development and instructional methods. Facilitate the effective delivery of the
sector-specific curriculum and the programmes by conducting sessions with lecturers and facilitators to ensure standardised delivery. Organise and train lecturers and facilitators on curriculum alignment. Conduct follow-up sessions with lecturers and facilitators to ensure relevance of the content and to make any requisite adjustments. Conduct assessments to assess the learning delivery and propose corrective action where necessary. Take the lead in the monitoring and evaluation of ICASS AND ISAT as well as ECASS assessments. Plan and provide guidance and assistance for the memo discussions for the marking of external examinations. Provide reports for the Academic Board on the progress, trends and achievements of the programmes in the College. Learning Material Development and Procurement: Conduct an assessment on the existing and future learning material requirements of College programmes. Research current national and international developments and trends regarding learning material. Design, produce and or learning materials for existing, new or improved courses and programmes. Provide training to lecturers on the new material. Review the efficacy of the learning material utilised in all programmes. KRA: Industry Linkages: Establish and maintain programme related industry links to ensure programme relevance. Ensure teaching staff interaction with industry applications, technologies and related job skill requirements. Establish and maintain a database of key related industries/ professional bodies and access regular input from these representatives. Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits). KRA: Feasibility Study Research: Conduct feasibility studies for all new and proposed programme offerings - market requirements, suitable sites and infrastructure requirements matches and potential student enrolment. Generate executive reports on feasibility for executive go/ no go decisions. Participate in College curriculum planning forums and the Academic Board meetings. Contribute to College strategic planning. KRA: Industry Needs Assessments: Provide annual reports on industry needs relating to the subject sector. Participate with Campus staff in industry and community information gathering activities. Attend forum meetings as appropriate. Identify short course opportunities for industries and communities and facilitate execution with Campus managers and learning coordinators. Identify full education programme requirements for communities and provide recommendations. KRA: Local Economic Context Assessment: Assess subject sector-specific economic activity around all College sites, specifically relating to the skills requirement. Develop and maintain updated skills database of market demand and the economic activities of all locations. Provide rational to key national, provincial and college decision-makers for new subject-sector programme offerings. KRA: Future HRD Skills Requirement Research: Identify future skills needs of the macro economy. Assess the National Skills Development Strategy of SA, HRD skills needs reports, other Department of Labour requirements and SETA sector plans. Review international vocational training institutions for examples of new economy programme offerings. Provide recommendations to the Academic Board and the Curriculum Development Manager for new potential programme offerings.

**ENQUIRIES**: Mr TP Zulu Tel No: (035) 902 9506

**POST 04/13** : **STUDENT LIAISON OFFICERS (X3 POSTS)**

**SALARY**: R196 407 per annum (Level 06) plus benefits as applicable in the Public Sector

**CENTRE**
- Eshowe Campus Ref No: 2019/005
- Sundumbili Campus Ref No: 2019/006
- Bambanani Campus Ref No: 2019/007 (College Appointment until 31 May 2020)

**REQUIREMENTS**
- A Relevant Tertiary Diploma/ Degree specialising in Psychology, Social Sciences or Social Work. At least one-year experience in college, student support or counselling environment. Registration with the Health Professions Council of SA / South African Council for social Services Professions. Valid driver’s licence.

**DUTIES**
- KRA: Student counselling and Referrals: Student Counselling and Referrals Establish relationships with students based on respect and trust; listen without being bias to issues raised by students. Assist students to make decisions and choices regarding possible ways forward and making referrals to other sources of help, as appropriate. Provide appropriate guidance and support within the context of counselling policy and procedure. KRA: Resource Centre Management: Ensure
access to and availability of resource centre facilities by overseeing usage; set and implement standards of facility utilisation and general behaviours. Monitor and maintain equipment or material usage and ensure upkeep. Identify resource needs and provide detailed motivations for acquisition. KRA: Student Career Guidance and Academic Support: Administer career guidance assessments, explain results and offer suggestions. Administer subject specific intake assessments and refer them to the relevant Head of Unit. Provide guidance on local employers, CV writing and interview skills. Gather information on career options and make it accessible to students. Provide learning strategy advice and identify remedial academic needs and communicate such to Head of Units. Update and maintain records of students’ progress for bursary administration purposes. Assist the Assistant Director: Student Support Services with the development and implementation of proactive and developmental life skills programmes. KRA: SRC Support: Facilitate and provide guidance on SRC elections processes. Provide training and mentoring on SRC roles, duties, protocols and practices. KRA: Special Needs Support: Assist in providing special academic assistance, special devices and physical access for students with special needs. KRA: Student Tracking: Establish an effective tracking system regarding students that have left the Campus. Establish relations with surrounding businesses and arrange for the placement of graduate students where possible. KRA: Extra–Curricular Activity Support Identify and implement wellness programmes (e.g. HIV/AIDS, campus safety initiatives, alcohol and drug awareness, suicide awareness and education, etc.) Identify and facilitate outreach programme opportunities for students. Facilitate the establishment of sports or cultural clubs and assist with events organisation and administration.

ENQUIRIES : Mrs NNF Khanyile Tel No: (035 902 9532)

POST 04/14 : FINANCIAL AID CLERKS (X6 POSTS)

SALARY : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE : Mandeni Campus Ref No: 2019/008
Esikhawini Campus Ref No: 2019/009
Eshowe Campus Ref No: 2019/010
Sundumbili Campus Ref No: 2019/011
Richtek Campus Ref No: 2019/012
Chief Albert Luthuli Campus Ref No: 2019/013

REQUIREMENTS : Grade 12 or NCV level 4 with Mathematics or Accounting or an N6 in Financial Management together with 18 months relevant experience. One year administrative experience. Good understanding of DHET TVET College Bursary Scheme requirements and regulation of the National Students Financial Aid Scheme (NSFAS); Excellent administrative skills. Excellent attention to detail. Good competency in the capturing, recoding, and reporting of data and information. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Good skills related to the preparation and implementation of financial aid-related plans. Advantageous: Divers Licence.

DUTIES : KRA: College Bursary Administration: Ensure implementation of and continued compliance with College financial aid and DHET rules and guidance policies and procedures. Coordinate student support financial aid systems for the campus in collaboration with Financial Aid Officer. Facilitate all financial aid applications in a timely and accurate manner, including tuition, accommodation, travel and any other financial aid grants and loans and all payments. Maintain continuously updated records of all applications and the related documentation and status. KRA: Student Registration Support: Communicate DHET rules and guidelines and application status to campus students, relevant staff and SRC and ensure to form part on induction process. Ensure clear process steps are communicated to all students via College staff, SRC and other appropriate available platforms. Provide “help desk” access during registration in order to respond to any enquiries. KRA: DHET TVET College Bursary Scheme Administration: maintain a database of all students’ of the campus in terms of Department of Higher Education and Training and NSFAS requirements. Receive and log all applications and ensure all required information has been included. Submit applications to the relevant staff of any changes in requirements. Identify and improve application gaps and non-
compliance. Report system and other financial aid issues, follow-up and ensure issues are resolved. Notify students and relevant staff of any changes in requirements. KRA Financial Aid Information Management: Provide Financial Aid Officer with weekly and monthly reports on the progress of student’s bursary application activities and other related matters. Attend Financial Aid Committee meeting and other relevant meetings and provide necessary information. Provide data for the as requested by Senior Management Team, Academic board, College Council and Quarterly M&E report for DHET. Maintain information on scheme requirements, contact details and application guidelines. Maintain a database of key contacts and references for financial aid enquiries and advice.

ENQUIRIES: Mrs NNF Khanyile Tel No: (035 902 9532)

POST 04/15: REGISTRATION & EXAMINATIONS CLERK REF NO: 2019/014 (College Appointment until 31 May 2020)

SALARY: R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE: Nkandla Campus

REQUIREMENTS: A grade 12 certificate. A least on years’ experience in Coltech. At least one year experience in General Administration preferably examinations activities. Proven Computer literacy, including MSWord and MS Excel. Proven statistical analysis skills. Knowledge of general administration principles, methodologies and procedures as well as public sector reporting requirements. Good record keeping and administrative skills. Advantageous: National Diploma in Business Management.


ENQUIRIES: Mr S Ngcamu Tel No: (087 8975 028)

POST 04/16: FINANCE CLERK REF NO: 2019/015 (College Appointment until 31 May 2020)

SALARY: R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE: Nkandla Campus

REQUIREMENTS: NC (V) Level 4 or senior certificate. No Experience

DUTIES: KRA: Supply Chain Management Clerical Support: Compile and maintain records (e.g. contract / Service level agreements / databases). Order and issue consumables and accessories to unit individuals identify redundant, non-serviceable and obsolete equipment for disposal and inform Assets section. Assist unit members with execution of tasks as instructed by Campus manager or his/her delegated official. Contact suppliers to resolve shortages and other problems. KRA: Demand and Acquisition Clerical Support: Capture suppliers on relevant Excel spreadsheet or similar system. Request and receive quotations. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. KRA: Logistical Support services: Receive and verify goods from suppliers. Capture goods and orders in registers databases. Receive request for goods from end users. Issue goods to end users. KRA: Financial Support Services: Receive and verify invoices and requisition for goods and services. Verify invoices and payments to suppliers. Receipts and record monies balance the cash received. Banking of cash received. Petty cash officer. Provide financial administrative support in order to ensure effective & efficient office operations. Provide assistance in drafting of annual and projects budgets. Control expenditure & maintain budgets & reporting. Control record & request cheques for cash transactions. Handle invoices and forward to finance unit. Follow up and maintain debtors. Draft student contracts & maintain

ENQUIRIES : Mr S Ngcamu Tel No: (087 8975 028)

POST 04/17 : FINANCIAL AID CLERK REF NO: 2019/016
(College Appointment until 31 May 2020)

SALARY : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE : Nkandla Campus

REQUIREMENTS : Grade 12 or NCV level 4 with Mathematics or Accounting or an N6 in Financial Management together with 18 months relevant experience. One year administrative experience. Good understanding of DHET TVET College Bursary Scheme requirements and regulation of the National Students Financial Aid Scheme (NSFAS). Excellent administrative skills. Excellent attention to detail. Good competency in the capturing, recoding, and reporting of data and information. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Good skills related to the preparation and implementation of financial aid-related plans. Advantageous: Divers Licence.

DUTIES : KRA: College Bursary Administration: Ensure implementation of and continued compliance with College financial aid and DHET rules and guidance policies and procedures. Coordinate student support financial aid systems for the campus in collaboration with Financial Aid Officer. Facilitate all financial aid applications in a timely and accurate manner, including tuition, accommodation, travel and any other financial aid grants and loans and all payments. Maintain continuously updated records of all applications and the related documentation and status. KRA: Student Registration Support: Communicate DHET rules and guidelines and application status to campus students, relevant staff and SRC and ensure to form part on induction process. Ensure clear process steps are communicated to all students via College staff, SRC and other appropriate available platforms. Provide “help desk” access during registration in order to respond to any enquiries. KRA: DHET TVET College Bursary Scheme Administration: maintain a database of all students’ of the campus in terms of Department of Higher Education and Training and NSFAS requirements. Receive and log all applications and ensure all required information has been included. Submit applications to the relevant staff of any changes in requirements. Identify and improve application gaps and non-compliance. Report system and other financial aid issues, follow-up and ensure issues are resolved. Notify students and relevant staff of any changes in requirements. KRA Financial Aid Information Management: Provide Financial Aid Officer with weekly and monthly reports on the progress of student’s bursary application activities and other related matters. Attend Financial Aid Committee meeting and other relevant meetings and provide necessary information. Provide data for the as requested by Senior Management Team, Academic board, College Council and Quarterly M&E report for DHET. Maintain information on scheme requirements, contact details and application guidelines. Maintain a database of key contacts and references for financial aid enquiries and advice.

ENQUIRIES : Mr S Ngcamu Tel No: (087 8975 028)

POST 04/18 : RECEPTIONIST REF NO: 2019/017

SALARY : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE : Eshowe Campus

REQUIREMENTS : NC (V) Level 4 or senior certificate. No Experience.


ENQUIRIES : Mrs NNF Khanyile Tel No: (035 902 9532)
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<tr>
<th>POST 04/19</th>
<th>TVETMIS CLERK REF NO: 2019/018</th>
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<tr>
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<td>(College Appointment until 31 May 2020)</td>
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<tr>
<td>SALARY</td>
<td>R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Bambanani Campus</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 certificate or equivalent and 2 years related and complimentary experience in either the public or the private sector. Proven computer literacy. Proven statistical analysis. Knowledge of the Coltech system. Ability to operate database systems. Good record.</td>
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<tr>
<td>DUTIES</td>
<td>KRA: Campus Data Capturing: Capture data related to the relevant campus. KRA: Campus Data Capturing: Compare source data with information to be capture to identify anomalies. KRA: Information Reporting: Analyse data and generate reports for management. KRA: Information Storage: Store information systematically in hard copy as well as electronically. Retrieve information on request.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms NP Hadebe Tel No: (087 8975028)</td>
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<tr>
<th>POST 04/20</th>
<th>BOOKSHOP AND PHOTOCOPIER CLERKS</th>
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<td>SALARY</td>
<td>R96 549 per annum (Level 02) plus benefits as applicable in the Public Sector</td>
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</table>
| CENTRE     | Nkandla Campus Ref No: 2019/019(College Appointment until 31 May 2020)  
Eshowe Campus Ref No: 2019/020 |
| REQUIREMENTS | NC (V) Level 4 or senior certificate. No Experience. |
| ENQUIRIES  | Mrs NNF Khanyile Tel No: (035 902 9532) |
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  :  18 February 2019
NOTE  :  Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigner or dual citizenship holder must provide the Police Clearance certificate from his/her country of origin. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

ERRATUM: Kindly note that the post of Administrative Officer with Ref No: 21/18/NC advertised on Public Service Vacancy Circular 02 dated 18 January 2019 has been withdrawn. Enquiries: Mr J. Tope Tel No: (053) 8021300. We apologize for any inconvenience caused.

OTHER POSTS

POST 04/21  :  ADMINISTRATIVE OFFICER (X5 POSTS)

SALARY  :  R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE  :  Magistrate Courts:
Babanango Ref No: 19/04/KZN
Emlazi: Ref No: 19/05/KZN
Ntuzuma: Ref No: 19/06/KZN
Pinetown Ref No: 19/07/KZN
Ubombo: Ref No: 19/09/KZN

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

DUTIES  :  Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration
sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

ENQUIRIES: Mr J.N. Mdaka Tel No: (031) 372 3000
APPLICATIONS: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

POST 04/22: ADMINISTRATIVE OFFICER REF NO: 19 /13 /FS
(Re-advertisement)
SALARY: R299 709 - R353 043 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Magistrate’s Office: Zastron
REQUIREMENTS: Three year Bachelor’s degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage. Sound Knowledge of Financial Management ( Vote and Trust Account); Sound knowledge of Human Resource; Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Knowledge of PFMA, DFI, BAS and JYP Skills and competencies Good interpersonal relations; Computer Literacy ( Microsoft packages); Leadership and Principles of Management.
DUTIES: Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Manage the Finance of the office ( Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service, Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general Facilitate training and development of personnel; Management of performance in the office and Performance of any other duties necessary to ensure smooth office running.
ENQUIRIES: Ms NM Dywili @ (051) 407 1800
APPLICATIONS: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

POST 04/23: ADMINISTRATIVE OFFICER REF NO: 27/18/NC
(Re-advertisement) candidates who previously applied are encouraged to re-apply)
SALARY: R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Magistrate Office Williston
REQUIREMENTS: A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Three (3) years relevant experience in Office and District Administration and Departmental Financial Management systems; Experience in Vote and Trust Account will be an added advantage; A 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.

**DUTIES**

Key Performance Areas: Control documents; 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; Custody of reserve stock.

**ENQUIRIES**

Mr J. Tope Tel No: (053) 8021300

**APPLICATIONS**

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.

**POST 04/24**

**SENIOR COURT INTERPRETER (X3 POSTS)**

**SALARY**

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

**CENTRE**

Magistrate’s Office, Bethlehem Ref No: 19/12/F5
Welkom Cluster Magistrate’s Office, (Odendaalsrus) Ref No: 19/14/F5 (Re-advertisement)

Magistrate Office Springbok: Ref No: 24/18/NC (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)

**REQUIREMENTS**

NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in two or more indigenous languages. Three (3) years practical experience; Valid (motor vehicle) Driver’s license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Interpersonal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure. Language Proficiency: Bethlehem: English, Afrikaans, Sesotho and IsiZulu.

**DUTIES**

Key Performance Areas: To interpret in court of Law (Civil and Criminal matters. Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feedback to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics. Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

**ENQUIRIES**

Bloemfontein: Ms NM Dywili @ (051) 407 1800
Kimberley: Ms C Mashibini Tel No: (053) 802 1300

**APPLICATIONS**

Bloemfontein: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street.
Kimberley: 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.

**POST 04/25**

**MAINTENANCE INVESTIGATOR: REF NO: 19/10/KZN**

**SALARY**

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

**CENTRE**

Magistrate Courts: Verulam
REQUIREMENTS: A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver’s license code EB; Knowledge of computer literacy (experience in MS Word and Excel); Certificate reflecting these courses to be attached. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance matters for the court.

DUTIES: Key Performance Areas: Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Outdoor function requiring physical tracing capabilities; Perform any other administrative functions as required from time to time; Serve documents on complainants/respondents/banks/employers/ etc.

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

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

POST 04/26: ADMINISTRATIVE OFFICER: LEGAL ADMINISTRATION REF NO: 19/11/KZN (Re-advertisement)

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

CENTRE: Regional Office, Durban

REQUIREMENTS: Bachelor’s Degree or equivalent qualification and two years’ experience in the justice system and/or relevant sector environment; A valid driver’s licence. Skills and Competencies: Computer literacy (including Word, Excel, Powerpoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.

DUTIES: Key Performance Areas: Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; deal with complaints; assist to ensure the effective administration of the specialized Courts ( maintenance, domestic violence, equality courts, sexual offences courts) and Small Claims courts in the province; participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration; organize and participate in outreach programmes and trainings in the province; deal with and assist with general administrative duties within the Directorate.

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

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

POST 04/27: CHIEF ADMINISTRATION CLERK REF NO: 19 /15/ FS

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

CENTRE: Magistrate’s Office, Welkom

REQUIREMENTS: Grade 12 certificate or Equivalent Qualification with three years relevant experience. A valid driver’s license and Court experience will serve as an advantage. Skill and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint). Good Communication (Verbal and written). Good interpersonal relations and problem solving skills; Ability to work under pressure and work independently; Knowledge of PFMA, DFI, BAS and JYP.

DUTIES: Key Performance Areas: Render general clerical support services. Provide Supply Chain clerical support services within the component. Supervise and provide
personnel administration clerical support services within the Court/Cluster. Supervise and provide financial administration support services in the Court/Cluster.

**ENQUIRIES**:Ms. N Dywill Tel No: (051) 407 1800.

**APPLICATIONS**:Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or Physical Address: 53 Colonial Building Charlotte Maxeke Street, Bloemfontein, 9300.
**ANNEXURE G**

**DEPARTMENT OF LABOUR**

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

**CLOSING DATE**

19 February 2019 at 16:00

**NOTE**

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

**OTHER POSTS**

**POST 04/28**

DEPUTY DIRECTOR: HRD AND PERFORMANCE MANAGEMENT REF NO: HR 4/4/4/10/09

**SALARY**

R697 011 per annum (All inclusive)

**CENTRE**

Provincial Office: Gauteng

**REQUIREMENTS**


**DUTIES**

Provide integrated Human Resource Management support and ensure the implementation of all HR policies in the Province. Manage and co-ordinate the implementation of an integrated performance management system in the Province. Manage the coordination of Human Resources Development in the Province. Manage staff and all resources of the Sub- Directorate.

**ENQUIRIES**

Ms. K Ntshingane Tel No: (011) 853 0300

**APPLICATIONS**

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein.

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Gauteng.
POST 04/29: COUNSELLOR (X2 POSTS)

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

CENTRE: Labour Centre: Mdantsane Ref No: HR4/4/1/198 (X1 Post)
Labour Centre: Pinetown Ref No: HR 4/4/5/102 (X1 Post)


DUTIES: Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel resources of the employment counselling support.

ENQUIRIES: Mr. XT Madikane Tel No: (043) 7613151
Mr. EB Zondi Tel No: (031) 701 7740

APPLICATIONS: Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London
Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban

FOR ATTENTION: Human Resources Management, Eastern Cape
Sub-directorate: Human Resources Management, Kwazulu-Natal

POST 04/30: ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION STATISTICS REF NO: HR4/4/6/23

SALARY: R444 693 per annum

CENTRE: Provincial Office: Limpopo


DUTIES: Produce statistical analysis of Labour Market Information. Conduct client satisfaction surveys. Ensure information for policy and planning purposes in the Province. Liaise with other institutions and stakeholders. Manage resources in the Unit.

ENQUIRIES: Ms. TE Maluleke Tel No: (015) 290 1662

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane.

FOR ATTENTION: Sub-directorate: Human Resources Management, Polokwane.

POST 04/31: ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/1/12

SALARY: R444 693 per annum

CENTRE: Labour Centre: Mthatha

REQUIREMENTS: Diploma/ Degree qualification in Public Management / Business Management / HRM / Operational Management/ Nursing Diploma (3years) Degree. Three (3) years experience in claims/ Medical insurance processing environment on senior

DUTIES: Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

ENQUIRIES: Mr. S Mapukata Tel No: (047) 501 5600
APPLICATIONS: Chief Director Provincial Operations: Eastern Cape Provincial Office: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London

POST 04/32: PRINCIPAL COID: EMPLOYERS AUDITOR (X2 POSTS)

SALARY: R444 693 per annum
CENTRE: Provincial Office: East London Ref No: HR4/4/1/170(X1 Post)
Provincial Office: Mmabatho Ref No: HR4/4/9/54(X1 Post)

DUTIES: Manage the implementation of SOP’S and COIDA employer audit service enforcement strategy. Manage the inspection and audits of the employers in relation to COIDA, Manage and coordinate advocacy campaigns on COIDA. Manage resources of the section.

ENQUIRIES: Mr. ABM Mampuru Tel No: (018) 387 8100
Advocate LD Mkhonto Tel No: (043) 701 3279/3287
APPLICATIONS: Chief Director Provincial Operations: Eastern Cape Provincial Office: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at University Drive, Provident House, Mmabatho
Sub-directorate: Human Resources Management, Mmabatho

POST 04/33: PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/5/04

SALARY: R444 693 per annum
CENTRE: Provincial Office: Kwazulu-Natal
Literacy, Interpersonal, Problem solving, Interviewing listening and observation, Innovative, Analytical, Research, Project Management.

**DUTIES**
- Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters.
- Control the Process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement Unit.

**ENQUIRIES**
Mr. EM Khambula Tel No: (031) 366 2203

**APPLICATIONS**
Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Kwazulu-Natal

**POST 04/34**
ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR4/4/4/01/02

**SALARY**
R356 289 per annum

**CENTRE**
Provincial Office: Gauteng

**REQUIREMENTS**
BPROC / LLB. Admission as an Attorney or Advocate. Two (2) year functional experience in compliance or legal services environment. Valid driver’s licence. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Corporate governance, Skills Development Act, SDLA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative Analytical, Verbal and written communication.

**DUTIES**
- Appear in court for enforcement of COID and OHS. Manage the implementation of COID and OHS enforcement processes. Manage the advocacy strategy for COID and OHS-IES in the province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.

**ENQUIRIES**
Advocate. M Msiza Tel No: (012) 309 4027

**APPLICATIONS**
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Gauteng

**POST 04/35**
ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR 4/4/4/0808

**SALARY**
R356 289 per annum

**CENTRE**
Provincial Office: Gauteng

**REQUIREMENTS**
LLB Degree/ Four (4) years legal tertiary qualification. Admission as an attorney or advocate. Two (2) years functional experience in legal environment. A valid driver’s license. Knowledge: Public Service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Departmental policies and procedures, Accounting system and Internal Control, Corporate governance, Enforcement Manual, Batho Pele principles. Skills: Computer literacy, Verbal and written communication, Good interpersonal relations, Problem solving, Facilitating, Presenting, Conflict management, Research, Litigation.

**DUTIES**
- Implement statutory processes with respect to all Labour Legislation and IES policies. Implement advocacy programmes on compliance and enforcement. Develop and implement a Labour Centre monitoring program for enforcement files. Oversee administration for statutory services in the Province.

**ENQUIRIES**
Advocate. M Msiza Tel No: (012) 309 4027

**APPLICATIONS**
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Gauteng
POST 04/36 : ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/19/02/13HO
Directorate: Risk Management

SALARY : R356 289 per annum
CENTRE : Head Office

DUTIES : Implement Risk management strategies/policies and systems for the Department. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training programmes. Implement integrated risk management framework for all aspects of risk across the Department. Manage fraud and corruption investigations in the Department. Manage resources within Risk Management Unit.

ENQUIRIES : Ms. G Baker Tel No: (012) 309 4968
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office.
OFFICE OF THE CHIEF JUSTICE
The Office of Chief Justice is an equal opportunity employer. In the filling of advertised posts the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, (Act 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities are encouraged to apply.

APPLICATIONS

National Office: Midrand/Constitutional Court: 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 Tel No: (010) 493 2500/2528/2533

Gauteng/ Land Claims Court: 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 Kruis street, Johannesburg. Enquiries: Ms T Mbalekwa Tel No: (011) 335-0404

Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice, Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London. Enquiries: Mr S Mponzo Tel No: (043) 726 5217

Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town. Enquiries: Ms M Baker Tel No: (021) 469 4000

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 Tel No: (031) 372 3164

Bloemfontein/Supreme Court Of Appeal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Streets, Bloemfontein, 9301. Enquiries: Ms MA Luthuli/ Ms N De La Rey Tel No: (051) 406 8100

Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the High Court Kimberley, Sol Plaaitjie Drive, Room B107. Enquiries: Ms S Ruthven Tel No: (053) 807 2733

Polokwane: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700, or hand deliver applications to the Office of the Chief Justice Service Centre, High Court, Limpopo Division, 36 Biccard and Bodenstein street Polokwane, 0699. Enquiries: Ms E Kotze Tel No: (015) 230 4051

CLOSING DATE

15 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 04/37  :  SENIOR ADMINISTRATIVE OFFICER REF NO: 2019/390/OCJ

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

CENTRE  :  Labourt Court Port Elizabeth

REQUIREMENTS  :  A National Diploma/Degree qualification in Business Administration or related field, 2 to 3 years working experience in administration, a valid driver's licence will be an added advantage. Skills and Competencies: Planning and organising skills, Customer services orientated, Decision making skills, Good communication skills (verbal and written), Computer literacy, Good interpersonal skills and ability to work under pressure.

DUTIES  :  Provision of support on Case flow management, Render administrative services within the office, Provision of asset management, Provide financial and supply chain management services in the office, Attend to related duties as assigned by the office.

POST 04/38  :  SENIOR HUMAN RESOURCES PRACTITIONER: RECRUITMENT REF NO: 2019/391/OCJ

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

CENTRE  :  National Office: Midrand

REQUIREMENTS  :  A National Diploma/Degree in Human Resource Management/Public Management, 2 to 3 years' experience in an Human Resource Administration environment. Persal training will be an added advantage.

DUTIES  :  Coordinate and administer the implementation of Recruitment & Selection, Ensure the preparation and consolidation of recruitment reports, Maintain a record management system, Manage, support and monitor performance of Recruitment and Selection personnel.

POST 04/39  :  PRACTITIONER: RECRUITMENT REF NO: 2019/394/OCJ

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

CENTRE  :  National Office: Midrand


DUTIES  :  Administer the implementation of Recruitment & Selection, Assist in preparation and consolidation of reports and Maintain a proper record management system.

POST 04/40  :  JUDGES' SECRETARY REF NO: 2019/395/OCJ

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

CENTRE  :  Polokwane High Court

REQUIREMENTS  :  Grade 12 or NQF Level 4 qualification. 1 to 3 years Secretarial experience or Office Assistant. LLB, or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree and a valid driver’s licence will serve as an added advantage. Results must be attached. Skills and Competencies: Proficiency in English and Afrikaans, Computer Literacy (MS Word), Good communication skills (verbal and written), Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills, Customer service orientated, Assertiveness and decisiveness, Attention to detail and accuracy, Initiative, Ability to remain calm under pressure.

DUTIES  :  Typing (or format) of draft memorandum on decisions, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or...
corrects same as directed(including dicta typing); Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc. Safeguarding of all case files and the endorsement of case files with order made by Judge; Provide general secretarial/administrative duties to the Judge; Update files, documents and provide copies of documents to the Registrar; Accompany the Judge to Court and circuit Courts; After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk’s office; Management of Judge’s vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court, Arrange receptions for the Judge, and his/her visitors and attend to their needs, Manage of Judge’s library, Any other task for or allocated by the Judge; Comply with Departmental Policies and procedures or guidelines for the generated reports and indirectly oversee the monthly submission of data by court administration personnel and project members.

POST 04/41 : SENIOR COURT INTERPRETER REF NO: 2019/396/OCJ

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

CENTRE : Labour Court Durban

REQUIREMENTS : A National Diploma: Legal Interpreting at NQF level 5 or equivalent relevant qualification and a minimum of 3 years practical experience in Court Interpreting or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting, Proficiency in English and two or more indigenous languages, A valid driver’s license will be an added advantage. Knowledge of any foreign language or sign language will be an added advantage, Candidates will be required to undergo oral and written languages proficiency testing. Skills and competencies: Excellent communication skills(written and verbal), Computer literacy(MS Office), Good interpersonal relations, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer services, Planning and organizing skills, Confidentiality, Analytical thinking, Listening skills, Time management and Ability to work under pressure.

DUTIES : Render Interpreting services in Criminal court, Civil court, Labour and Quasi proceedings, interpreting during consultation, Translate legal documents and exhibits.; Assist with reconstruction of court records, Develop terminology, Control and supervision of interpreters, perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.

POST 04/42 : HUMAN RESOURCES OFFICER (HRD AND PMDS) REF NO: 2019/397/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 or NQF Level 4 qualification. National Diploma (NQF Level 6) in HRM, Public Administration or relevant qualification in Human Resource Management and Development environment will be an added advantage. Skills and Competencies: Good Communication skills, Planning and organising skills, Good interpersonal skills, Computer literacy including MS word, EXCEL and PowerPoint, Be able to pay attention to detail and work within deadlines, Knowledge of HRM/D Legislations and Policies, Knowledge and understanding of concepts of HRD and PMDS, Ability to adapt to Change, Ability to interpret Policies and Legislation, Client and costumer orientated, Ability to analyse information, Identify and solve problems, logically and Ability to work under pressure.

DUTIES : Assist to coordinate and administer Human Resource Management and Development in the Department; Administer internal Bursaries in the Department; Assist to coordinate and develop the Departmental Induction and Compulsory Induction Programme database; Render PMDS administration.
<table>
<thead>
<tr>
<th>POST 04/43</th>
<th>ADMINISTRATION CLERK (CRT) (X2 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R163 563 - R192 666 per annum. The successful candidate will be required to sign a performance agreement</td>
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</tbody>
</table>
| CENTRE     | Polokwane High Court Ref No: 2019/398/OCJ  
Gauteng Local Division Johannesburg Ref No: 2019/399/OCJ |
| REQUIREMENTS | Grade 12 or NQF Level 4 qualification. Skills and Competencies: Computer literacy (Microsoft Office), Operational knowledge of operating a CRT machine, Good problem solving skills, Accuracy and attention to detail, Operational knowledge of operating a CRT machine, Effective communication skills (written and verbal), Good interpersonal skills, Time Management and ability to work under pressure and flexibility. |
| DUTIES     | Prepare court before proceedings, Obtain court roll and attend to court as allocated, Test machine and ensure fully functioning machinery, Capture information of cases in court, Perform digital recording of court proceedings and ensure integrity of such documents, with correct annotations and in accordance with proceeding, Listen to adjournment, Ensure that recordings are saved in accordance with prescripts, Provide administrative support in circuit courts, Assist the Judge in his/her preparation for court, Attend to the administering of oath in court, Attend to the collection of court files, heads of argument and other important documentation, Attend to the completion of official documents such as J7, SAP69, Warrants, etc. Collect, collate and submit statistics on court proceedings and cases decided in chambers. |

<table>
<thead>
<tr>
<th>POST 04/44</th>
<th>ADMINISTRATION CLERK: LEGAL SERVICES REF NO: 2019/400/OCJ</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R163 563 – R192 666 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement</td>
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<tr>
<td>CENTRE</td>
<td>National Office: Midrand</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 or NQF Level 4 qualification. A LLB degree or 4 (four) year recognized legal qualification will serve as an added advantage.</td>
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<tr>
<td>DUTIES</td>
<td>Assist Legal Services Unit with day to day administrative tasks, Secretariat support and document management, Management of all incoming and outgoing correspondence for the unit, Provide secretariat support to management structures, Organise and maintain the filing system and records, Arrange and the coordinate meetings of the Unit, Manage stationery, Office equipment;, Coordinate corporate support service activities for the Legal Unit. Skills and Competencies: Computer literacy, Good communication skills (written and verbal), Good reporting skills and creative and analytical thinking skills.</td>
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<tr>
<th>POST 04/45</th>
<th>ADMINISTRATION CLERK: FACILITIES REF NO: 2019/401/OCJ</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement</td>
</tr>
<tr>
<td>CENTRE</td>
<td>National Office: Midrand</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 or NQF Level 4 qualification.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provide a coordinated administrative support service to the Directorate Facilities, Security and Auxiliary Services, Provide administrative support to the Director. Provide supply chain clerical support services within the component; Provide personnel administrative clerical support services within the component; Provide financial administration support services in the component, Record; organise; store; capture and retrieve correspondence and data; Update registers and statistics; Handle routine enquiries; Make photocopies and receive or send facsimiles; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for the component; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component.</td>
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<tr>
<th>POST 04/46</th>
<th>DATA CAPTURER (X14 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement</td>
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</tbody>
</table>
**CENTRE**:
- Polokwane High Court Ref No: 2019/402/OCJ (X1 Post)
- Pietermaritzburg High Court Ref No: 2019/403/OCJ (X1 Post)
- Durban High Court Ref No: 2019/404/OCJ (X2 Posts)
- Western Cape High Court Ref No: 2019/405/OCJ (X2 Posts)
- Northwest High Court Ref No: 2019/406/OCJ (X1 Post)
- Mthatha High Court Ref No: 2019/407/OCJ (X1 Post)
- Grahamstown High Court Ref No: 2019/408/OCJ (X1 Post)
- Bloemfontein High Court Ref No: 2019/409/OCJ (X1 Post)
- Constitutional Court Ref No: 2019/410/OCJ (X1 Post)
- Kimberley High Court Ref No: 2019/411/OCJ (X1 Post)
- Gauteng Division Pretoria Ref No: 2019/412/OCJ (X1 Post)
- Gauteng Local Division Johannesburg Ref No: 2019/413/OCJ (X1 Post)

**REQUIREMENTS**:
Grade 12 or NQF Level 4 qualification. Knowledge of clerical duties, practices as well as the ability to capture data, Knowledge and understanding of legal framework governing the public service. Skills and Competencies: Good communication skills, Good interpersonal skills, Problem solving skills, Customer service and attention to details.

**DUTIES**:
- Render data capturing services, Effective use of technology, Contribute to organizational efficiency and work distribution, General administration functions, Capture and update data on computer, Generate spread sheets, Update the system on all data sets, Validate data(for quality purpose) to ensure correctness, completeness and consistency, Compile routine statistical information/ reports, Receive, register and track records or documents submitted for further processing in the administration component of the institution, Capture routine transactions on computer such as the transfer of information from manual records to electronic record, Provide routine and administrative maintenance services, Update and file records, Continuous updating of information on computer for reporting purposes and retrieve information required.

**POST 04/47**:
**ADMINISTRATION CLERK REF NO: 2019/414/OCJ**

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

**CENTRE**:
High Court: Mthatha

**REQUIREMENTS**:
Grade 12 or NQF Level 4 qualification, Computer skills.

**DUTIES**:
Responsible for receiving and recording all invoices in the register, Follow up invoices and make sure that they are paid within 30 days, Complete and submit invoice register weekly, Request quotations for procurement, Prepare manual requisition and ensure capturing on JYP, Prepare and process payments on BAS, Request reports from BAS, Process S&T claims for Judges and officials, Issue receipts for all monies paid in Cash Hall, Complete J49 and pay witnesses thereafter, Replenish petty cash, Collect and provide the Court Manager with statistics for Finance Section, Perform any duties when requested by the Court Manager.

**POST 04/48**:
**USHER MESSENGER REF NO: 2019/415/OCJ**

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

**CENTRE**:
Land Claims Court: Randburg

**REQUIREMENTS**:
Grade 12 or NQF Level 4 qualification and a valid drivers’ licence. 1 year relevant court exposure is an added advantage. Skills and Competencies: Knowledge of relevant legislation, Planning and organisation skills, Problem solving and analysis, Time management, Client orientation and customer focus, report writing skills, Communication skills and Good Interpersonal skills.

**DUTIES**:
- 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 smooth-running of the court room; Collection and distribution of court files.
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, www.dpme.gov.za

For attention: Ms J Mchunu

Closing date: 15 February 2019 @ 12:00 pm

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

Post 04/49:

Deputy Director: Labour Relations & Employee Wellness and Health and Specialised Services Ref No: 001/2019

Sub-Directorate: Labour Relations & Employee Health and Wellness

Salary:

R697 011 – R821 052 all-inclusive salary package per annum (Level 11) The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

Centre:

Pretoria

Requirements:

An appropriate 3-year tertiary qualification (NQF 6) in the area of Labour Relations, HRM, Public Administration, Law or equivalent with at least 6 years relevant experience of which 3 years should be at ASD/junior management level. An NQF
7 qualification or specialised training/courses will serve as an added advantage.

Competencies / Skills: Should have knowledge of LRA, PSA and PSR. Should have Working knowledge of PERSAL. Should have good Interpersonal relations and communication skills, be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES: The successful candidate will be responsible to provide sound employee relations and effective employee, health and wellness & HR specialised services within the Department. This entails Initiating and providing direction in implementation and promotion of employment relations programme and innovation; Developing, monitoring and review EHW and Labour relations related policies; Manage the handling and finalisation of grievances and complaints timeously within the Department and manage finalisation of misconduct cases (formally and informal) within the department. Handle all dispute matters and represent the Department during dispute resolution; Facilitate the convening of Appeals Committee sittings; handle strike related matters and reports and develop monitoring tools and conduct analysis to determine the need of Workplace forum to maintain labour peace at workplace. Manage promotion and implementation of Employee, Health and Wellness programmes and interventions within the Department; Research and advice on EHWP quality standards, policy matters and best practice and also ensures that the quality standards and policy directives are implemented and promoted at all times; Manage the implementation of transformational and nationally commemorated events (such as World AIDS day, 16 days of activism, take a girl child to work); Facilitate and drive gender mainstreaming programmes in the department and manage resources of the section.

ENQUIRIES: Ms J Mchunu Tel No: (012) 312-0462.
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 012 998 8953/8049

FOR ATTENTION : Human Resources

CLOSING DATE : 15 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.

OTHER POSTS

POST 04/50 : SENIOR ANALYST: FUNDING REF NO: DPE/2019/009
Unit: Financial Assessment and Investment

SALARY : R697 011 per annum (all-inclusive remuneration package consisting of a basic salary of 70%, 75% and a 30%, 25% flexible portion that can be structured according to individual.

CENTRE : Pretoria

REQUIREMENTS : Applications in possession of degree in Finance/ Economics /Business Science (NQF Level 7) as recognised by SAQA accompanied by at least 3 years' experience in finance environment in one of these areas corporate finance, structured financed, project finance, investment banking or treasury . Excellent negotiator, ability to build and maintain sufficient internal and external work, sound financial analysis and modelling skills, strategic management, good leadership and excellent verbal and written communication skills. Relevant expertise in the following areas: Capital raising (local and international markets), transaction experience (deal origination, structuring and implementation), structured finance, project finance and private equity experience. Analytical innovative, creative and conceptual finance thinking. Relationship building and customer service orientation.

DUTIES : Manage processes to collect accounting and financial performance reports and data from SOCs. Perform reliability tests on financial data received from SOCs. Manage process to develop dataset specifications and the development of the generic database toolkits. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Manage processes to develop dataset specifications and develop a review database to inform decision-making procedures and the building of financial compliance and sustainability models accordingly. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Manage processes to develop dataset specifications and develop a review database to inform decision-making procedures and the building of financial compliance and sustainability models.
accordingly. Manage capturing procedures and the quality assurance of the reliability of the database. Perform complex data manipulation procedures. Generate more complex performance reports. Ensure the development of subordinate staff members.

ENQUIRIES

: Ms Dineo Masilo Tel No: 012 431 1026
DEPARTMENT OF PUBLIC WORKS
The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION: Ms N.P Mudau

CLOSING DATE: 15 February 2019 at 16h00

NOTE: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

ERRATUM: Kindly note that the post of Accounting Clerk: Finance Account Payables with Ref No: 2019/20 (X3 Posts) Mthatha Regional Office advertised on Public Service Vacancy Circular 03 dated 25 January 2019 has been advertised erroneously with salary level R196 407, the correct salary level is R163 563 and the Requirements are A Senior Certificate (Grade 12) or equivalent qualification with relevant experience in Financial Management/Accounting. Experience within a financial environment (accounts payables) will be an advantage.

MANAGEMENT ECHELON

POST 04/51: CHIEF DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: 2019/23
(12 Months Contract)

PMTE Finance and SCM

SALARY: R1 189 338 per annum (All-Inclusive Package) (Total Package to be Structured In Accordance With the Rules of the Senior Management Service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Finance or Accounting with extensive experience of which 5 years must have been at senior management level and financial reporting in GRAP/IFRS Financial professional membership will be an advantage. A valid driver’s licence and the willingness to travel. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP/IFRS Knowledge or experience in the property and construction asset industry will be an advantage. Skills: Strong analytical and communication skills (both written and verbal), Computer literate with advanced MS Excel, Presentation, Planning and organising, Problem solving, Ability to work under pressure to meet tight deadlines, Good interpersonal skills, Strong negotiation skills.

DUTIES: Lead the Directorate: Financial Accounting and Reporting under the guidance of the CFO. Design, implement and maintain the Directorate’s strategic and operational plans. Identify and manage risks. Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks. Compile and present reports on the functioning of the Chief Directorate and other
financial reports required by EXCO and other governance structures. Manage and coordinate the compilation of all financial reports, including the financial statements (interim and annual) in accordance to the Standards of GRAP, PFMA and other legislator requirements. Manage internal and external financial audits. Liaise with National Treasury. Manage the accounting functions, including payables, payroll and bank. Ensure effective corporate governance processes and sound resources management. Manage the budget and expenditures of the Directorate.

ENQUIRIES: Mr M. Sithole Tel No: (012) 406 1698

POST 04/52: CHIEF DIRECTOR: FACILITIES MANAGEMENT COMPLIANCE REF NO: 2019/24

SALARY: R1 189 338 per annum (All-Inclusive Package) (Total Package to be Structured In Accordance With the Rules of the Senior Management Service)

CENTRE: Head Office (Pretoria)


DUTIES: Drive all aspects of the management of safety, health, environment and quality, including compliance with regulations and best practices, with alignment to the organisation’s strategic objectives with regards to Facilities Management, Property Management and Construction Projects. Oversee compliance in existing, refurbished and new buildings. Development and implementation of appropriate standards in accordance with best practice to effectively manage Safety, Health, Environment and Quality Assurance aspects in an integrated and holistic manner. Development, implementation and maintenance of systems ISO 14001/19001/OHSAS 18001 and procedures to ensure legislative compliance. Act as an advisor to Management on SHE related matters, such as best practices, statutory changes and requirements. Lead the development and reviewing of strategies, standards, norms, policies and procedures in accordance with the National Building Regulation and Building Standard Act, OHS Act, Railway Safety Regulator and Green Building Policy to ensure compliance with procurement procedures and legislation. Oversee the implementation of waste management, water management and renewable energy initiatives by managing collaboration with stakeholders and developing business cases to inform green building policies and programme design. Effective management of the Facilities Management Component. Oversee the development and training of staff, manage and monitor the budget expenditure of the component. Compile budgetary reports. Provide reports on performance issues. Ensure capacity and sustainability of staff of the component.

ENQUIRIES: Ms N. Makhubele Tel No: (012) 406 1623

POST 04/53: CHIEF DIRECTOR: STRATEGIC MANAGEMENT COMPLIANCE REF NO: 2019/25
Office of the Deputy Director-General: GRC

SALARY: R1 189 338 per annum (All-Inclusive Package) (Total Package to be Structured In Accordance With the Rules of the Senior Management Service)

CENTRE: Head Office (Pretoria)
REQUIREMENTS :
An Undergraduate qualification (NQF level 7) in Business Management or Strategic Management, Management Science or related field coupled with 5 years' relevant experience at Senior Management level. The following will serve as strong recommendations: Knowledge of PFMA and Treasury Regulations, National Treasury Public Sector Risk Management Framework, Knowledge of Public Service Regulations, Preferential Procurement Policy Framework Act, 5 of 2000 (PPPFA), National Treasury Public Sector Risk Management Framework, King III and IV of Corporate Governance, Strategic Planning Framework, GIAMA, Infrastructure Development Management System (IDMS), ISO 31000, COSO, Customer stakeholder relationship management, Good communication skills (verbal and written), Willingness to work and travel beyond normal working hours, Be professional, highly motivated and critical thinker who will be able to gather and analyse information skillfully, Initiative, Ability to think conceptually or strategically, Ability to work under pressure, Excellent verbal and written communication skills, Provide leadership, direction and team building, Knowledge in various policies and practices related to government regulations, Excellent project management, financial, analytical and strategic planning skills, Excellent interpersonal and coaching skills, Ability to analyse and interpret data in a variety of complex processes using standardized methods, Excellent organizational and planning skills flexible with ability to work on multiple projects simultaneously, Ability to organize and motivate others, who in man case may be in a more senior position, Ability to establish and maintain effective working relationships, Sense of urgency and ability to identify and resolve problems in a timely manner, Business acumen, Ability to maintain confidentiality, Consultation, negotiation and networking skills.

DUTIES :
Manage the development and implementation of the Strategic Management policies, programmes and guidelines, Oversee the undertaking of researches on latest developments in the strategic management fraternity, Ensure consultation and sourcing of information on latest strategic management trends, Provide professional advice on the development of the strategic management frameworks and strategies, Manage the compilation of the 5-year Strategic Plan and Annual Performance Plan of the Department, Conduct environmental analysis/scanning for the Strategic Plan and Annual Performance Plan, Ensure provision of training to Branches and Business Units on Business Planning processes, Assess and review the implementation and impact of the SP and APP, Ensure alignment of the planning process with the budget and monitoring and evaluation processes, Manage, coordinate and implement Strategic, Annual Performance and Service Delivery Improvement Plans, Manage the provision of knowledge management services, Manage the identification of risk management strategies within the Department, Oversee the development and facilitation of the implementation of the Enterprise Risk Management Framework (ERMF), which includes the implementation of the risk implementation plan and supporting policies and procedures; Oversee the facilitation of strategic risk identification and assessment/qualification, guide the compilation of strategic and operational risk registers; oversee the facilitation and the development of risk mitigation plans by risk owners and the monitoring thereof. Implement appropriate risk reporting to the Risk Management Committee, EXCO and Audit Committee. Facilitate the implementation of the Combined Assurance Model. Provide strategic direction in the development and implementation of the Risk appetite Statement and BCM Framework, Policy, Strategies, and Business Continuity Management Implementation Plan. Improvement of Risk Management Maturity levels. Ensure that the Department has a functional Risk Management Committee in place. Oversee the establishment and administration of knowledge management and a learning system. Ensure the provision and maintenance of library services, Develop polices and strategies on Knowledge Management, Provide access to and advice on Knowledge management practices, Manage the physical information and statutory resources.

ENQUIRIES :
Mr I. Fazel Tel No: (012) 406 1681 / 1104
POST 04/54 : DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: 2019/26
Governance, Risk and Compliance

SALARY : R1 005 063 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Administration/Management. 5 years’ experience at middle/senior in a Service Delivery Improvement, Knowledge of the Public Financial Management Act (PFMA), DPSA Operations Management Framework and other Public Service prescripts, Valid driver’s licence, Skills and competencies: Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills. To a tight work schedule in accordance with professional requirement, Drivers licence. Required to travel extensively.

DUTIES : Facilitate, coordinate and development the Service Delivery Improvement Plan in the Department; Monitor and report on the Service Delivery Improvement Plan; Review and update Service Delivery Improvement. Plan annually to ensure alignment to the strategic intent of the Department; Develop and review the Service Delivery Model(s) for the Department aligned to the mandate; Develop, coordinate, monitor and review the implementation of Operational Management Framework (including Business Process Mapping, Standard Operating Procedures, Service Delivery Standards and Service Delivery Charters) in the department. Carry-out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreement/service commitment charter; Establish appropriate systems to manage institutional performance on service delivery matters; Implement service delivery improvement programmes/projects and complaints mechanism; Promote awareness of the department’s Batho Pele Belief Set, service standards and charters in the Department; Develop and monitor internal service delivery policies and strategy aligned to the DPSA Operations Management Framework.

ENQUIRIES : Mr Imtiaz Fazel Tel No: (012) 406 1681

POST 04/55 : DIRECTOR: STRATEGIC PLANNING REF NO: 2019/27
(Strategic Management Unit)

SALARY : R1 005 063 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Administration/Management, 5 years’ experience in Middle/Senior in Strategic Planning and/or Monitoring and Evaluation, Knowledge of the Framework for Strategic Plans and Annual Performance Plans, Framework for Managing Programme Performance Information, Public Financial Management Act (PFMA), National Treasury Regulations and other Public Service prescripts, A Valid driver’s licence. Skills and competencies: Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills.

DUTIES : Coordinate, facilitate and guide the Department’s strategic planning process towards the development of the 5 Year Strategic Plan, Annual Performance Plan and Operational Plans; Provide capacity development, technical advice and support to the Department in the development of the Strategic Plan, Annual Performance Plan and Operational Plans including the setting of appropriate indicators, targets and standards; Coordinate, facilitate and guide the Department’s process towards the development of Implementation Plans in terms of the Department of Planning, Monitoring and Evaluation Guideline 2.3.3; Research and analyse Government’s priorities including the NDP, MTSF, Growth & Development Strategies, the Performance Agreement between the Minister and any other relevant long-term government plans; Analyse Strategic Plans and
Annual Performance Plans of the Public Entities and BEPCs and provide guidance
to the Public Entities and Built Environment Professional Councils during the
strategic planning process; Develop and implement procedures, tools and systems
for effective organisational performance information management and strategic
planning; Manage the MPAT process for Strategic Management; Develop,
maintain and update the Strategic Management System for planning purposes;
Conduct strategic analysis and annual strategic reviews in the context of both
Government and the Department’s commitments; Ensure integration of the
strategic planning processes with other processes such as budgeting, risk
management, quarterly progress reports and audit action plans; Assist with the
compilation of the MTEF budget submission, Annual Report and Estimates of
National Expenditure of the Department; Manage and respond to audit queries,
collect data for performance audits and document management; Develop policies
and procedures to ensure that the Department maintains an efficient, effective and
transparent system and internal controls regarding performance management;
Assist in the compilation of relevant documents and speeches; Provide training
and support to Head Office and Regional Offices on strategic business planning,
government-wide planning and budgeting.

ENQUIRIES
Mr Imtiaz Fazel Tel No: (012) 406 1681

POST 04/56
DIRECTOR: RISK MANAGEMENT REF NO: 2019/28
Office of the Deputy Director-General: GRC

SALARY
R1 005 063 per annum (All-inclusive salary package) (Total package to be
structured in accordance with the rules of the Senior Management service)

CENTRE
Head Office (Pretoria)

REQUIREMENTS
An undergraduate qualification (NQF level 7) in Commerce or Risk Management
coupled with five (5) years relevant experience at Middle/Senior Management
Level in Risk Management, Affiliation with a professional body (e.g. IRMSA, IiASA,
ACFE, etc.), Knowledge of PFMA and Treasury Regulations; National Treasury
Public Sector Risk Management Framework; Knowledge of Financial Management
and Provisioning Administration; Strategic Planning Framework; GIAMA;
Infrastructure Development Management System (IDMS); Medium Term Strategic
Framework (government priorities); Principles and Practice of risk management;
Preferential Procurement Policy Framework Act, 5 of 2000 (‘PPPFA’); Government
and accountability; Internal control and assurance; ERM concepts, and
methodologies; Risk Management environment; Risk Maturity Model; Risk
Management policies and procedures; Risk Management principles and practice;
Customer stakeholder relationship management; Good communication skills
(verbal & written); The candidate must be willing to work and travel beyond normal
working hours. Be professional, highly motivated, initiative and critical thinker who
will be able to gather and analyse information skilfully. Sound understanding of
Enterprise Risk Management principles and philosophy, Ability to think
conceptually or strategically, Work under pressure, Excellent oral and written
communication skills. Provide leadership, direction and team building,
Knowledgeable in various policies and practices related to government
regulations, Excellent project management, financial, analytical and strategic
planning skills. Have excellent interpersonal and coaching skills, Have ability to
analyse and interpret data in a variety of complex processes using standardised
methods, Have excellent organisational and planning skills flexible with ability to
work on multiple projects simultaneously, Ability to organise and motivate others,
who in many cases may be in a more senior position, Establishing and maintaining
effective working relationships, Have sense of urgency and ability to identify and
resolve problems in a timely manner, Business Acumen, Maintain confidentiality,
Consultation, negotiation and networking skills.

DUTIES
Develop and facilitate the implementation of the Enterprise Risk Management
Framework (ERMF), which includes the implementation of the risk implementation
plan and supporting policies and procedures; facilitating risk identification and
assessment/qualification, the compilation of strategic and operational risk
registers; facilitating the development of risk mitigation plans by risk owners and
the monitoring thereof. Implement appropriate risk reporting to the Risk
Management Committee, EXCO and Audit Committee. Facilitate the
implementation of the Combined Assurance Model. Develop and implement the BCM Framework, Policy, Strategies, and Business Continuity Management Implementation Plan. Ensure implementation of Audit findings from both internal and external Auditors.

ENQUIRIES : Mr I. Fazel Tel No: (012) 406 1681/1104

POST 04/57 : SENIOR ANALYSTS: OFSP: FINANCE MODEL, USER CHARGES MODEL AND REVENUE GENERATION REF NO: 2019/29 (X3 POSTS)
(36 Months Contract)

SALARY : R1 005 063 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Accounting, Finance, Statistics or Economics and 5 years relevant working experience at Middle/Senior level in business finance or other relevant environment where data mining and monitoring and the building of financial models were the primary focus. Proven experience in managing similar projects and leading teams. Knowledge: MS Office-Word, Excel & Power Point; SAS, Research and Information gathering; budgeting, financial planning and forecast; Work with and understand large data files; Data management tools such as Access, SQL and Analysing large data using quantitative techniques, Skills: Strong analytical (quantitative as well as qualitative) skills; Building models, data mining and on line market research skills; Advanced MS Excel skills; extract, analyse and interpret data; planning; report writing; presentation; problem solving, Research; analytical thinking; resourcefulness; understanding advance financial concepts and ability to communicate at all levels, Personal Attributes: Innovative; trustworthy; approachable; assertive; people orientated; hardworking; interpersonal skills; self-motivated and self-starter; passion to improve business efficiencies and work tight deadlines, Other: Willing to adapt work schedules in accordance with office requirements.

DUTIES : Undertake researches on latest revenue generation trends. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all revenue management policies contribute to the PMTE strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Analysis of the property portfolio into categories meaningful to the financial modelling process. Conduct market research, data mining, business intelligence and valuation compilation with a view to improve the financial position of the PMTE. Conceptualization, design and modelling of potential revenue opportunities for a financial model for forecasting the impact of revenue generation initiatives and cost drivers. Analyze financial data after sourcing, compilation and collating other operational input data from other line functions. Prepare profit and loss analyses, incorporate market research and benchmarks into the design and population of business scenarios. Analyzing forecasted results; monitoring actual and projected variances; identifying trends; and recommending adjustments to management to improve the financial position of the PMTE. Compare and analyze actual financial results with plans and forecasts and recommend corrective action. Developing automated reporting, summarized into dashboards and forecasting tools for the management of quarterly and annual targets. Provide framework and manage the development and implementation of analytical tools, models and best practice policies. Research on best practices for revenue generation and financial sustainability strategies. Participates with public and private organizations and keep abreast of emerging innovations and trends in revenue organizations and financial sustainability strategies. Support the planning, inventory management and performance management of OFSP. Provide advisory services to various stakeholders. Research on the immediate improvements in the availability and accessibility of reliable data. Establishment of an integrated, reliable database, Suggest income generating asset class strategies for implementation by the trading entry. Commission and navigate study on identifying and capitalizing hidden assets. Comparative research and analysis to identify investment opportunities among specific metropolitan areas located within a region or
nationally. Work with other institutions to leverage off latest innovations. Determination of tariffs to be charged to different clients based on property management criteria. Manage all the resources allocated to the directorate. Develop and maintain continuous communication with stakeholders. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Ensure effective utilization of all resources allocated to the unit. Compile and present reports on the functioning of the chief directorate. Contribute to the strategic input and the overall management of the department. Preparing annual budget.

ENQUIRIES: Mr. C Mokgoro Tel No: (012) 406 2165

OTHER POSTS

POST 04/58: DEPUTY DIRECTOR – PMG AND RECONCILIATION REF NO: 2019/30

SALARY: R697 011 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three year tertiary qualification in Financial Accounting or related qualification. Extensive relevant experience and middle management. A candidate must have knowledge of PFMA and Treasury Regulations, ERP systems and Government transversal systems (Safety Net, PMIS, WCS, Persal and Logis) and knowledge of accounts payables and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

DUTIES: Overall management of the PMG unit, internal controls and reconciliation of suspense and general ledger and accounts and approval of related journals. Manage the entity’s bank account – inflow and outflow of funds, monitor and authorise duly signed and supported telegraphic transfers and ensure transactions are verifiable and in compliance with the PFMA and Treasury Regulations. Authorise monthly bank reconciliations, general ledger and/or suspense accounts and clear suspense accounts timeously. Ensure that period closure is timeous and complete with no open transactions for the period. Ensure effective document control of all journals. Assist with the development and review of policies and procedures. Review and sign off all monthly reporting to the National Treasury. Provide PMG related inputs for the preparation of financial statements in line with GRAP and respond to AGSA audit queries on related matters. Maintain good working relations with employees, clients and all stakeholders.

ENQUIRIES: Mr KTE Seletela Tel No: (012) 406 1222

POST 04/59: ASSISTANT DIRECTOR – PAYROLL REF NO: 2019/31

SALARY: R356 289 per annum

CENTRE: Head Office

REQUIREMENTS: A three year tertiary qualification in Financial Accounting or related qualification. Extensive relevant experience. A candidate must have knowledge of Public Service At and Regulations, Basic Conditions of Employment Equity, ERP systems and Government transversal systems, payroll and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

DUTIES: Authorisation of manual payments and journals on ERP system. Verify manual payment to authorised signatories and banking details. Authorisation of journals. Review and approve PAYE reconciliations and suspense accounts, Monitor and clear opening of PERSAL exceptions and errors and suspense accounts. Initiate and prepare EMP 2014 through e-filing to SARS. Prepare monthly, Bi-Annual and Annual Tax reconciliation. Effective document control of manual payment batches and journals. Submission of EMP 501 to SARS. Make inputs to payroll policies and procedures. Prepare system reconciliation to Persal. Provide payroll related inputs for the preparation of financial statements and respond to audit queries on related payroll matters. Provide management support with general office functions related to the accommodation portfolio of Justice and Commissions clients; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients.
executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub-directorate. Plan and allocate work. Quality control the work delivered by employees.

ENQUIRIES : Mr KTE Seletela Tel No: (012) 406 1222

POST 04/60 : ASSISTANT DIRECTOR – ACCOUNTS PAYABLE REF NO: 2019/32

SALARY : R356 289 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualification in Financial Accounting or related. Relevant experience. A candidate must have knowledge of Public Service At and Regulations, Basic Conditions of Employment Equity, ERP systems and Government transversal systems, accounts payable and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

DUTIES : Authorisation of manual payments and journals on ERP system. Verify and authorise payments from source systems to the banking details and authorised signatories as well as perform daily scheduled payment systems runs. Timeous updating and data cleansing of invoice tracking system. Review and authorisation of all related journals. Effective management of petty cash. Review and approve individual creditor’s reconciliations. Monitor and clear open transaction on SAGE. Effective document control of payment and journal batches. Timeous preparation and submission of bank reconciliation – outstanding payments and resolution of regional and client queries. Make inputs to accounts payable policies and procedures. Provide accounts payable related inputs for the preparation of financial statements in line with GRAP and respond to AGSA audit queries on related accounts payable matters. Effective management and functioning of the unit and ad hoc requests in the absence of the immediate supervisor.

ENQUIRIES : Ms N Ngwenyama Tel No: (012) 406 1236

POST 04/61 : STATE ACCOUNTANT – ACCOUNTS PAYABLE REF NO: 2019/33 (X3 POSTS)

SALARY : R242 475 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Financial Accounting or related with relevant experience. A candidate must have knowledge of PFMA and Treasury Regulations, ERP systems and Government transversal systems, accounts payables and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

DUTIES : Effective processing of payments - capture and process duly supported payments on ERP system, verify payment batches to the checklist, authorised signatories and banking details. Initiate WCS payment and daily run, daily data cleansing and updating of invoice tracking system, perform monthly bank reconciliations, creditors’ control and suspense accounts, effective document control of payment batches and journals. Make inputs to accounts payable policies and procedures. Prepare and complete monthly reporting to the National Treasury. Provide accounts payable inputs for the preparation of financial statements in line with GRAP and respond to audit queries on related accounts payable matters.

ENQUIRIES : Ms T Sedibana Tel No: (012) 406 1799

POST 04/62 : STATE ACCOUNTANT – PAYROLL REF NO: 2019/34

SALARY : R242 475 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Financial Accounting or related with relevant experience. A candidate must have knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, ERP systems and Government transversal systems, payroll and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

DUTIES : Effective processing of manual payments - capture and process duly supported manual payments (e.g. SARS, GEPF and GEMS) on ERP system, verify manual payment to authorised signatories and banking details. Compilation and capture journals. Prepare PAYE reconciliations and suspense accounts, Monitor and clear clearing of PERSAL exceptions and errors and suspense accounts. Initiate and prepare payroll e-filing to SARS. Prepare Bi-Annuals and Annual Tax reconciliation. Effective document control of manual payment batches and journals. Make inputs to payroll policies and procedures. Provide payroll related inputs for the preparation of financial statements and respond to AGSA audit queries on related payroll matters.

ENQUIRIES : Mr KTE Seletela Tel No: (012) 406 1222

POST 04/63 : STATE ACCOUNTANT – ENTITIES REF NO: 2019/35

SALARY : R242 475 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification Degree in Financial Accounting or related qualification with relevant experience. A candidate must have knowledge of PFMA and Treasury Regulations, ERP systems and Government transversal systems, accounts payables and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

DUTIES : Effective document control of entity forms, processing of entity details - capture and process duly supported entity details on business systems, verify details supporting documentation. Rectification of rejected entities details with the regions and follow up with the National Treasury. Prepare and complete monthly reporting to management.

ENQUIRIES : Ms M Jooste Tel No: (012) 406 1696
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

APPLICATIONS: Online applications can be submitted on https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17:00 @ 086 137 0202 should you experience any difficulties with your online application.

CLOSING DATE: 15 February 2019 at 16:00

NOTE: DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Reasonable accommodation shall be applied for People with Disabilities including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

MANAGEMENT ECHELON

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<td>Chief Directorate: Strategic Communication</td>
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<tr>
<td>SALARY</td>
<td>R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)</td>
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<td>CENTRE</td>
<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Bachelor’s Degree (NQF Level 7) or Advanced Diploma in Arts Communication/Corporate Communication/Journalism/Media Studies/Public Relations (NQF Level 7). 5 years’ experience at a senior managerial level. Job related knowledge: Strong leadership and managerial qualities. A good track record working with multi stakeholders. Familiar with government Human Resources and Financial Management prescripts. Ability to communicate effectively and under stressful environment, Understanding of government communication environment, framework and prescripts. Knowledge of Transformation policies and programmes. Job related skills: Strategic capability and leadership, Communication and Interpersonal relations, Analytical thinking, problem solving and decision making, Presentation, Conflict, Management, Project Management, Customer focus. A valid driver’s licence.</td>
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<tr>
<td>DUTIES</td>
<td>Develop communication strategy, operational and implementation plans. Monitor the implementation of the strategy. Monitor and evaluate the implementation of the communication strategy. Manage the implementation of internal and external communication campaigns. Ensure that project, campaign and communication plans are developed for major events positioning the Department. Position the work of the Department in a positive light in the media and create opportunities that maximize the brand of the Department. Ensure that campaigns of the</td>
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Department are implemented in an integrated approach, using a multi-media approach including supporting community outreach programmes. Manage and coordinate marketing services, media services, corporate communications, media production, language services and provincial communication services. Ensure that the Directorate and sub-directorate are aligned and operate in an effective manner. Ensure that the Chief Directorate provide effective communication support to the Minister, Department and entities through marketing, media and print production. Overseen the effective brand internalisation project. Ensure that the Chief Directorate provides strategic support to the Political Principals, Director-General and Deputy Director General in line with the approved communication strategy. Maintain strategic links with Government Communication Information Services (GCIS) and participate in Economic Sectors, Employment and Infrastructure Development Cluster (ESEID) (economic) cluster communication activities. Participate fully in the Communication activities of the ESEID. Ensure that the Department receives adequate support from the GCIS for key communication campaigns that the Department will periodically embark on. Contribute in the development of ESEID communication strategy to ensure consistent messaging on economic policy. Build and sustain a positive media profile of the Department. Create a healthy and conductive environment for effective communication within the Department. Ensure that the Department is accessible to the media. Provide strategic direction to ensure effective management of crisis communication when need arises. Management of the transformation programmes.

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

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

POST 04/65 : CHIEF DIRECTOR: CADAstral ADVISory AND RESEARCH SERVICES
REF NO: 3/2/1/2019/020
Office of the Chief Surveyor General
This is a re-advertisement, applicants who applied previously must reapply.

SALARY : R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Pretoria


DUTIES : Manage and oversee special Cadastral Services for the State, Land Tenure Reform and Rural Development. Render management and research for State Surveys, Rural Development and Land Tenure Reform Projects in accordance with relevant legislation, terms of reference, pre-determined standards and treasury
instructions. Facilitation of State Survey undertakes through the private sector (Public-Private Partnerships). Survey on surveyed State and Trust Land. Survey of State Domestic Facilities (SDF). Manage and oversee Cadastral Research and Development. Research ways of transforming improving and rationalising South Africa Cadastral and Tenure Systems. Study world trends, legislatives framework, compare with other systems, propose amendments and report of findings. Attend relevant workshop’s, conferences/seminars and courses for internal and career path findings and make recommendations. Research and investigate ways of improving South African Rural Development and Tenure Reform. Liaise/Investigate concerns, proposals for amendments and streamlining of legislation. Assist Chief Surveyor General with administration and control of Survey Regulations Broad (SRB). Manage and oversee the Provision of internal and external Professional Advisory and Support Services. Research, compile reports and supply information in respect of internal and external cadastral matters and request from State Organs, Parastatals, Courts and Private Sector, in accordance with relevant legislations and time frame, client’s request as well as within targets set by Service Delivery Improvement Plan. Manage and oversee the administration of international boundaries. Manage the administration of South Africa international boundaries in complains with legislation. Manage the research, investigation and resolving of anomalies in the Republic of South Africa international boundaries. Manage advisory services on the Republic of South Africa international boundaries issues affecting State Organs and Parastatals. Manage and oversee the registration of Professional Land Surveyors, Sectional Title Practitioners, Professional Surveyors, Technical Surveyors. Train Professional Land Surveys, Professional Surveyors, Survey Technicians. Monitor Surveyor General Practical Training Program (PLS-30 days) in accordance with Plato Training Schedule. Monitor examination for registration in compliance with South African Geomatics Council (SAGC) requirements, including moderating. Oversee the training of Pupil Survey Officers, Candidate Professional, Candidate Technologist and experiential geomatics students and interns. Manage and oversee the preparation of technical procedure and standards. Assist Chief Surveyor General in management of updating Surveyor General procedure and standards, in compliance with legislative and in consultation with professional/stakeholders. Investigate effects of technological advancement of Technical Procedures and Standards transforms accordingly. Manage the preparation and implementation of new legislation and review of regulations in terms of the Land Survey Act and any other relevant legislation. Manage the implementation of new legislation. Manage the administration and Survey Regulations Boards (SRB) for review of regulations framed under the Act.

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

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

POST 04/66:
DEPUTY SURVEYOR GENERAL REF NO: 3/2/1/2019/021
Office of the Surveyor General

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

CENTRE:
Western Cape (Mowbray/Cape Town)

REQUIREMENTS:
Bachelor's Degree in Surveying/Geomatics/Cartography (NQF level 7). Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). 5 years’ experience in middle or senior managerial level in the land surveying environment. Job related knowledge: Cadastral Survey, Technical
DUTIES: Manage the provisioning of registry services. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of the office have been paid prior to the acceptance of cadastral documents into the systems. Oversee the archiving of all documents. Maintain the cadastral correspondence filing system. Oversee rendering of messenger service. Manage the rendering of first examination services. Oversee the allocation of land parcel numbers. Ensure technical compliance of cadastral document. Verify new cadastral documents in relation to parent property information. Provide professional advice to Professional Land Surveyors and Government officials. Report on Directorate progress monthly and as required. Know and apply all relevant land administration legislation, Policies and information etc to staff on a weekly basis. Manage the rendering of second level examination services. Oversee the examination and approval/rejection of all cadastral documents prepared and submitted by Professional Land Surveyors. Provide professional advice to Professional Land Surveyors. Manage human, logistical and financial resources. Identify training needs. Develop Performance Agreement. Monitor attendance and leave register. Provide on the job training.

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

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

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

CENTRE: Western Cape (Cape Town)


DUTIES: Facilitate the development and graduating small scale farmers into fully fledged commercial farmers. Facilitate capacity building and training to farmers. Establish
partnership between emerging and established farmers. Promote agricultural enterprise opportunities for small scale farmers for food security at household level. Facilitate the identification of land reform strategic institutional partnerships. Assist farmers in instructing appropriate enterprise model based on their prepared commodities. Facilitate the conducting of diligence on prospective strategic partners. Conducting of diligence on existing business ventures. Manage the implementation of Land Development Programmes and Producer Support Commercialisation Policy in line with Operation Phakisa initiatives. Conduct regular assessment of the progress of recapitalisation programs and development services. Ensure compliance with relevant prescripts. Provide advice and guidance on partnerships. Advise State-Land on the performance of the lease on the farm especially were development funding has been provided. Ensure resource mapping in all identified farms for development (business planning, farm assessment, etc). Facilitate profiling of beneficiaries in Communal Property Associations (CPA) and 1 House Hold 1 Hectare program with the reports. Facilitate the development of Business Plans for farm projects identified for development. Facilitate the regularisation of CPA and legal compliance in the restitution projects identified for development. Facilitate the development of farm assessment reports. Conduct workshops to farmers on different Departmental Policies affecting them. Ensure the identification and readiness of the properties to be developed through different programs. Assist in the appraisal of the projects proposal through different approval structures. Ensure that all proposals are aligned with the Policies and objectives of the Department. Coordinate and align the development of identified projects with the different Departmental Branches mandate and expertise. Ensure alignment of identified farms to be developed with Departmental deliverables in the Annual Performance Plan (APP) and Operational Plan of the Branch. Ensure the alignment of selected properties with the APP and Operational Plan. Ensure alignment of such projects with allocated budget. Ensure quarterly reporting on performance of the project in line with the Key Performance Area as defined in the Operational Plan. Produce monthly reports on the actual performance of the farm.

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

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

OTHER POSTS

POST 04/68 : MONITORING AND EVALUATION SPECIALIST REF NO: 3/2/1/2019/023
Directorate: Service Delivery Coordination

SALARY : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
CENTRE : KwaZulu-Natal (Pietermaritzburg)
REQUIREMENTS : National Diploma in Development Studies/Social Sciences. 3 years’ middle management working experience in monitoring and evaluation processes. Job related knowledge: Government policies processes and protocol, Excellent and advanced report writing skills will be an added advantage, Ability to edit documents will be an added advantage, Ability to work with executive management will be an added advantage, Ability to be trustworthy and maintain confidentiality at all times will be an added advantage. Job related skills: Planning and Organising, Interpersonal Relations, Computer literacy, Creativity and Innovation,
Communication (written and verbal), Advanced report writing, Problem solving, Analytical, Research. A valid driver’s licence. Ability to work in a team.

**DUTIES**


**APPLICATIONS**

Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

**NOTE**

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

**POST 04/69**

**PROJECT MANAGER REF NO: 3/2/1/2019/024**

Directorate: Research Analysis and Evaluation

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

reports on projects. Develop budget projections for projects. Develop monthly, quarterly and annual budget projections. Facilitate payment of service providers.

**APPLICATIONS**

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

**NOTE**

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

**POST 04/70**

**PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2019/025**

Directorate: Spatial Planning and Land Use Management

**SALARY**

R585 366 per annum (The salary in accordance with the OSD for Engineers)

**CENTRE**

Northern Cape (Kimberley)

**REQUIREMENTS**

B Degree in Urban/Town and Regional Planning or relevant qualification. 3 years' post qualification in Town and Regional Planning experience. Compulsory registration and must be in good standing with The South African Council for Planners (SACPLAN) as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and Project Management, Town and Regional principles and methodologies, Research and Development, Computer-aided applications, Town and Regional knowledge of legal compliance, Creating high performance culture, Technical consulting. Job related skills: Analytical, Creativity, Self-management, Communication, Computer Literacy, Attention to detail. A valid driver's licence.

**DUTIES**

Ensure the application of Town and Regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding Town and Regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlement. Compile of Spatial Development Frameworks (SDF) (as part of the Integrated Development Plan processes). Compile guidelines and evaluate Land Use Management Schemes (LUMS). Provide spatial planning and land use management services in liaison with National Office. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a Provincial level. Provide development planning support to departmental programmes and rural development at the Provincial level. Render planning support and advice to the Departmental programmes. Provide support to the development of spatial plans at Provincial and Municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on Town and Regional planning related matters.

**APPLICATIONS**

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

**NOTE**

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

**POST 04/71**

**SENIOR LEGAL ADMINISTRATION OFFICER: LAND RIGHTS MANAGEMENT FACILITY AND SPECIAL PROJECTS REF NO: 3/2/1/2019/026**

Directorate: Corporate Service Legal Support

**SALARY**

R448 269 per annum (Salary in accordance with the OSD for Legal)

**CENTRE**

Pretoria

**REQUIREMENTS**

LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. 8 years’ appropriate post qualification legal experience in accordance with Legal OSD. Experience in providing legal opinions

**DUTIES**

Manage the service provider that administers the panel of Attorneys, Advocates and Mediators (collectively “The Panellists”) forming part of the Land Rights Management Facility. Ensure that there is a functioning service provider and panel. Follow Supply Chain Management processes when necessary to have new service provider appointed or contract extended. Give instructions and guidance to service provider. Monitor the services of the service provider. Peruse invoices for correctness and resolve any issues regarding invoices with the service provider. Approve or disapprove invoices. Vet requests for legal representation and mediation, as well as applications for extension of mandates of panellists, and make recommendations to the authorised Senior Manager. Receive and consider requests for legal representation. Make recommendations to the authorised officer on whether requests must be approved or declined. Receive and consider applications for extension of mandates and make recommendations to the authorised officer on whether mandates can be extended. Review monthly reports from service provider on all cases and give instructions/direction on the way forward for each case. Assess progress and developments in each case reported on, and give instructions to the service provider as to the future conducting of the case. Conduct quarterly reviews with panellists, officials and the service provider. Have quarterly meetings with panellists, officials and the service provider. Discuss progress and address challenges. Provide legal advice and draft or vet contracts relating to specific high profile projects. Comment on documents such as business rescue plans. Draft/vet contracts and other legal documents such as Terms of References, Powers of Attorneys, Guarantees, trust deeds and company documents relating to specific high profile projects. Serve as member of task teams, technical teams, project teams, committees and similar bodies working on specific projects or constituted to resolving challenges relating to high profile projects, and provide legal support to such teams.

**APPLICATIONS**

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

**NOTE**

African, Coloured and Indian males and African, Coloured and Indian female sand Persons with disabilities are encouraged to apply.

**POST 04/72**

CONTROL SURVEY TECHNICIAN REF NO: 3/2/1/2019/027
Office of the Surveyor General

**SALARY**

R422 139 per annum (Salary in accordance with the OSD for Engineers)

**CENTRE**

Eastern Cape (East London)

**REQUIREMENTS**


**DUTIES**

Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across discipline to ensure seamless integration with current technology. Maintain survey operational
effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect surveys services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk. Management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimize possible survey risks. Manage and implement knowledge sharing initiatives e.g. short term assignments and secondments within and across operations, in support of Individual Development Plans, operational requirements within and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. Render effective and efficient people management. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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

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

**POST 04/73**

**ASSISTANT DIRECTOR: SERVICE DELIVERY REF NO: 3/2/1/2019/028**

**Directorate:** Service Delivery

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

Ensure correct, auditable and timeous reporting of Branch projects. Carry out management and administrative tasks as required by the programme in terms of Service Delivery. Analyse and report progress and trends. Assist with the maintenance of the performance dashboard. Compile monthly, quarterly and annual status reports in terms of Branch performance progress, analyse and advise accordingly. Track the performance on monthly, quarterly and annual basis. Conduct monthly and quarterly verification of Annual Performance Plan (APP) and Integrated Operational Plan (IOP). Compile monthly and quarterly reports on the performance/non-performance against the APP as well as the IOP. Conduct quality control on projects and portfolio of evidence to the APP and IOP. Provide performance and project quality control and verification aligned to Departmental requirements and Branch indicators and technical descriptions. Consolidate and track monthly Branch management reports. Conduct project oversight monitoring visits and provide quality reports. Conduct quality control on projects and Portfolio of Evidence to APP and IOP. Track projects on Enterprise Project Management Office and Project Registers and prepare quarterly reports. Establish Service Delivery Systems and procedures. Develop Standard Operating procedures for
Transversal functions such as Information Management, Records Management and others.

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

**NOTE**
African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job.
DEPARTMENT OF WATER AND SANITATION

ANNEXURE M

CLOSING DATE: 15 February 2019

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

OTHER POSTS

POST 04/74: DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 150219/01
Branch: Chief Operations Office: Mpumalanga
SD: Corporate Services

SALARY: R826 053 (Level 12) (all inclusive salary package)
CENTRE: Mbombela

REQUIREMENTS:

DUTIES:
Manage and provide support in the following disciplines: Human Resources; Information Technology (IT); Administration; Communication; and OHS, including Safety and Security. Analyse current policies. Analyse Departmental strategic objectives. Implement administration policies and various disciplines. Analyse human resource information trends. Develop implementation plan. Hold road shows advising department on key policy issues. Provide expert advice on HR information implementation to Managers. Assist with the development and implementation of Strategic Plan. Develop Corporate Services implementation plan. Ensure that the line managers execute their business plan within the objectives of HR Plan. Ensure that strategic objectives are implemented accordingly. Ensure that Corporate Services forms business partner with line management. Compilation of Corporate Services budget. Ensure that budget is implemented according to plan. Do early warning where necessary. Ensure that monthly reports are available for managers. Management of Human Resources. Monitor policy implementation.

ENQUIRIES: Mr Guma F Tel No: 013-759 7311
APPLICATIONS: Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela

FOR ATTENTION: Mr MJ Nzima
**POST 04/75**: CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO 150219/02(X2 POSTS)
Branch: Chief Operations Office Mpumalanga
Dir: Regulation

**SALARY**: R468 513 per annum (OSD)
**CENTRE**: Mbombela
**REQUIREMENTS**: A Four (4) year Degree or equivalent qualification in Natural or Environmental Sciences. Six (6) years post qualification experience. A valid driver's license (attach a certified copy). Computer literacy. Experience and knowledge of institutional arrangements and legal regime pertaining to Integrated Water Resource Management (IWRM). Designated as an Environmental Management Inspector. Knowledge and understanding of criminal and administrative enforcement. Knowledge and understanding of the National Water Act, Water Services Act and related regulations and implementation and enforcement. Understanding of the Environmental Law and the environmental compliance and enforcement management system. Ability to link technical and legal aspects related to illegal water use and environmental compliance issues. Strategic capability and leadership skills. Knowledge of Government administration and financial procedures. Ability to develop and apply policies. Good communication skills, verbal, written and report writing with experience in stakeholder engagement. Sound organizing and planning skills; customer focus, networking, conflict management. People Management. Change Management. Problem solving and analytical thinking. The ability and willingness to travel and work long hours when necessary.

**DUTIES**: Provide support in the implementation of policies and strategies to manage sector water use impacts in accordance with the National Water Act, 1998 (Act 36 of 1998) and other Departmental policies and strategies. Undertake both routine and special investigations. Prepare reports and interpret analytical results. Ensure reported alleged illegal water use are recorded on the Cas system and investigated fully with the Enforcement Business Process. Compile, update the database and case management. Interact with law enforcement agencies and other Departments dealing with environmental crime. Respond to client queries within and outside the Department. Participate in the Water Use Authorisation Assessment Advisory Committee. Give inputs in the projects relevant to the management of water resources initiated by the Department. Provide strategic planning for the Sub-Directorate. Facilitate training and career development of staff. Supervision of staff. Assist in the establishment and regulation of water management institutions.

**ENQUIRIES**: Ms Noqayi N.R Tel No: 013-759 7427
**APPLICATIONS**: Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

**FOR ATTENTION**: Mr MJ Nzima

**POST 04/76**: ASSISTANT DIRECTOR: OFFICE MANAGER REF NO: 150219/03
Branch: Chief Operations Office
CD: Provincial Operations

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

DUTIES

Scrutinise all incoming correspondences (emails, letters, reports and phone messages). An abbreviated note highlighting certain detail from correspondences is drafted. Preliminary advice / recommendation regarding the Manager’s actions is appended to the abbreviated note, e.g. arranges meeting, approves recommendations, etc. Preparation of presentations. Develop presentation. Present to Manager for final approval. Arrange / organise workshops and meetings. Planning - Determine delegations; Facilitation; Secretarial services; location; subsistence and travel arrangements and claims. Compiling of agenda programme. Financial -arrangements. Represent Manager at certain meetings and workshops. Deliver presentations on behalf of the Manager. Take notes and provide detailed report to Manager following the meeting. Manage queries. Monitoring of deadlines to ensure responses are prompt. Co-ordinating and monitoring of projects. Management of budget. Compile a Chief Directorate budget in line with MTEF, PFMA and CD future projects. Control Directorate expenditure in line with budget. Monitor Directorate spending trends in accordance with Early Warning Systems. Advice and facilitate the process of budget projection with all the Project Managers / Directories. Manage and supervise Human Resources. Responsible for one Secretary. Personnel evaluation. Leave / making arrangement for relieve. Provide on the job training. Manage procurement. Determine overall stock levels for stationery. Manage the ordering of stationary and issuing thereof.

ENQUIRIES

Mr Guma F Tel No: 013-759 7311

APPLICATIONS

Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION

Mr MJ Nzima

POST 04/77

CHIEF ARTISAN (GRADE A) MECHANICAL FITTERS AND TURNER

WELDING REF NO: 150219/04

NWRI Central Operations Maintenance

SALARY

R365 646 per annum (OSD)

CENTRE

Jericho Dam (Usutu River)

REQUIREMENTS

Ten (10) years post-qualification experience as an Artisan or Artisan Foreman. Appropriate Trade Test Certificate or Appropriate Mechanical orientated trade test in terms of the provision of section 13[2][h] of the Manpower Act 1981, as amended. A valid driver’s licence (Please attach a certified copy). Computer literacy (Word, Excel, Outlook). Knowledge and experience regarding the compliance to the Occupational Health and Safety Act workplace is essential. Proven experience in staff supervision. Planning, organising and analytical skills. Project management technical report writing skills. Conflict management resolution. Ability to work independently as well as in a team. Good communication skills (verbal and written). Ability to work long hours and willingness to travel. Candidates may be required to complete a practical and theoretical test.

DUTIES

Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES

Mr MC Nchabeleng Tel No: (017) 846 6000
APPLICATIONS: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION: Thomo K.E

POST 04/78: SENIOR HUMAN RESOURCE PRACTITIONER REF NO 150219/05
Branch: Chief Operations Office
Div: Recruitment & Selection

SALARY: R299 709 per annum (Level 08)
CENTRE: Mbombela

DUTIES: Draft adverts for placement. Ensure that posts are advertised as per the specifications matched with the job/role profiles. Response handling of applications. Ensure that processing of detailed schedules of applications are implemented and kept on a database. Keep records of the established detailed database of applications received. Supply statistics regarding employment equity. Facilitate the shortlisting processes. Arrange, schedule and facilitate the Interview processes. Draft appointment submissions and route it for approval. Contact relevant business who deals with competency test and refer selected candidates for competency assessment test. Render human resource management.

ENQUIRIES: Mr Nzima M.J, Tel No: 013-759 7334

APPLICATIONS: Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION: Mr MJ Nzima

POST 04/79: SENIOR PROVISIONING ADMINISTRATIVE OFFICER: BIDS MANAGEMENT REF NO 150219/06
Branch: Finance (Main Account)

SALARY: R299 709 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: A National Diploma or Degree in Public Management/Finance/Supply Chain Management/Logistics/Purchasing Management. Three (3) to five (5) years experience in SCM and Acquisition Management. Knowledge of organizational and government structures. Knowledge and understanding of Supply Chain Management Framework and processes. Understanding of the application of SCM procedures and Delegations. Knowledge and understanding of the application of Broad based Black Economic Empowerment. Report Writing, communication and supervision skills. Accountability and good ethical conduct.

DUTIES: Advertisement of bids. Opening of bids, Attend Bids Evaluation Sessions and take minutes. Serve as secretariat of the bid adjudication committee (in the absence of bid secretariat). Draft correspondence to bidders on the outcome of the bid adjudication, Production of monthly reports; Ensure proper flow of work in the bids section. Monitor compliance to prescripts by subordinates. Serve as secretariat to the Bid Adjudication Committee Supervision and management of officials.

ENQUIRIES: Ms E Kgwadi Tel No: (012) 336 7120
APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, corner Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms Li Mabole

POST 04/80: SENIOR PROVISIONING ADMINISTRATIVE OFFICER: QUOTATION MANAGEMENT REF NO: 150219/07

Branch: Finance (Main Account)

SALARY: R299 709 per annum (Level 08)

CENTRE: Pretoria

REQUIREMENTS: A National Diploma or Degree in Public Management/Finance/Supply Chain Management/Logistics/Purchasing Management. Three (3) to five (5) years experience in SCM and Acquisition Management. Knowledge of organizational and government structures. Knowledge and understanding of Supply Chain Management Framework and processes. Understanding of the application of SCM procedures and Delegations. Knowledge and understanding of the application of Broad based Black Economic Empowerment. Report Writing, communication and supervision skills. Accountability and good ethical conduct.

DUTIES: Sourcing of quotation based on different threshold levels. Attend quotations evaluations sessions with end users. Ensure Compliance with Departmental SCM Policy, PPPFA, National Treasury Prescripts/Instruction notes as well as any legislation governing the procurement of goods and services. Provide regular feedback to clients regarding the status of their requests. Produce monthly biweekly progress reports. Supervision of officials.

ENQUIRIES: Ms E Kgwadi, Tel (012) 336 7120

APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, corner Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms Li Mabole

POST 04/81: ARTISAN FOREMAN (GRADE A): (FITTERS AND TURNER) REF NO: 150219/08

NWRI Central Operations: Maintenance

SALARY: R286 500 per annum (OSD)

CENTRE: Jericho Dam (Usutu River)

REQUIREMENTS: An appropriate Trade Test Certificate. Five (5) years post-qualification experience as an artisan. A driver’s licence (a certified copy must be attached). Team leadership. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, team work and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings. Willingness to travel. Candidates may be required to complete a practical and theoretical test.

DUTIES: Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES: Mr MC Nchabeleng Tel No: (017) 846 6000

APPLICATIONS: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.
FOR ATTENTION: Thomo K.E

POST 04/82:
ENVIRONMENTAL OFFICER (PRODUCTION): WATER USE AUTHORISATION PROCESSING REF NO 150219/09 (X3 POSTS)
12 Month Contract
Branch: Chief Operations Office: KZN
Dir: Institutional Management

SALARY: R256 815 per annum (OSD) Plus 37% in lieu of benefits
CENTRE: Durban
REQUIREMENTS:
A relevant National Diploma in Environmental Management or Natural Sciences. One (1) year working experience, including internship or experiential learning will be an added advantage. A valid driver’s license (certified copy must be attached). Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES:
Assess completeness of WULAs & conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Requesting of scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to licence applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998, with regard to water use sector. Final assessment of information submitted by Water Use Licence Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft licence conditions to control/mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department.

ENQUIRIES:
Ms Z Hadebe Tel No: (031) 336 2700
APPLICATIONS:
KwaZulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000.

FOR ATTENTION: The Manager (Human Resources)

POST 04/83:
ENVIRONMENTAL OFFICER: INSTREAM WATER USES AUTHORISATION REF NO: 150219/10
12 Month Contract
Branch: Chief Operations Office: KZN
Dir: Institutional Management

SALARY: R256 815 per annum (OSD) Plus 37% in lieu of benefits
CENTRE: Durban
REQUIREMENTS:
A relevant National Diploma in Environmental Management or Natural Sciences. One (1) year working experience, including internship or experiential learning will be an added advantage. A valid driver’s license (certified copy must be attached). Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex evolving tasks. Strong interpersonal skills and ability to develop effective relations within and outside the DWS. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and
networking skills especially as they relate to Corporate Governance and stakeholder engagement.

**DUTIES**

Assess the costs and benefits of various activities, policies, or regulations that affect the environment or natural resource stocks to balance the politics of environmental rights with economics needs. Collect and analyze data to compare the environmental implications of economic policy or practice alternatives. Conduct research on economic and environmental topics, such as alternative fuel use, public and private land use, soil conservation, air and water pollution control, and endangered species protection to inform water use authorization and communicate outcomes of such research. Develop economic models, forecasts, or scenarios to predict future economic and environmental outcomes. Develop programs or policy recommendations to promote sustainability and sustainable development, and to achieve environmental goals in cost-effective ways. Develop systems for collecting, analyzing, and interpreting environmental and economic data. Examine the exhaustibility of natural resources or the long-term costs of environmental rehabilitation specifically on mining and industrial facilities in as so as it affects water use. Perform complex, dynamic, and integrated mathematical modeling of ecological, environmental, or economic systems and write social, legal, or economic impact statements to inform decision-makers for natural resource policies, standards, or programs. Demonstrate or promote the economic benefits of sound environmental regulations. Interpret indicators to ascertain the overall health of an environment. Prepare and deliver presentations to communicate economic and environmental study results, to present policy recommendations, or to raise awareness of environmental consequences.

**ENQUIRIES**

Ms Z Hadebe
Tel No: (031) 336 2700

**APPLICATIONS**

KwaZulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000.

**FOR ATTENTION**

The Manager (Human Resources)

**POST 04/84**

**PRINCIPAL WATER PLANT SUPERINTENDENT REF NO: 150219/11**

NWRI Central Operations Usutu Eastern Transvaal

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Jericho Dam (Usutu River) -Khutala Pump Station

**REQUIREMENTS**


**DUTIES**

Ensure reliable operation of pump stations, reservoirs and related equipment. Effective operation of plant machinery and installations. Ensure that operational requirements are maintained at pre-determined standards at all times. Report faults on installations and machinery. Adhere to standard operation procedures. Enforce compliance to the OHS Act in the work place. Effective human resources and performance management. Provide on the job training to subordinates. Pipeline maintenance. Management of reservoirs levels. Understanding of pump station operation and first line maintenance. Meet customer expectations and requirements

**ENQUIRIES**

Mr ME Sehume
Tel No: (017) 846 6000

**APPLICATIONS**

Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

**FOR ATTENTION**

Thomo K.E
POST 04/85 : ADMINISTRATION OFFICER: EWULAAS REF NO: 150219/12

12 Month Contract
Chief Operations Office: KZN
Dir: Institutional Management

SALARY : R242 475 per annum Plus 37% in Lieu of Benefits
CENTRE : Durban

DUTIES : Coordinate the administrative functions and provide support related to the Water Use Authorisation process. Management of incoming and outgoing Water Use Authorisation applications. Manage the handling of queries and ensuring amicable resolution. Respond to internal and external queries or Enquiries relating to Water Use Authorisations. Manage the updating of the Electronic Water Use Licence Application and Authorization System (E- WULAAS) and ensure accurate Reporting. Ensure that statistics of all Water Use Authorisation applications are accurate and updated. Support E- WULAAS user training process. Filing correspondences with client information. Support and provide reports to management.

ENQUIRIES : Ms Z Hadebe Tel No: (031) 336 2700
APPLICATIONS : KwaZulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000.
FOR ATTENTION : The Manager (Human Resources)

POST 04/86 : SENIOR WATER PLANT SUPERINTENDENT REF NO: 150219/13

NWRI Central Operations Usutu Eastern Transvaal

SALARY : R196 407 per annum (Level 06)
CENTRE : Jericho Dam (Usutu River)


ENQUIRIES : Mr ME Sehume Tel No: (017) 846 6000
APPLICATIONS : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.
FOR ATTENTION : Thomo K.E
POST 04/87 : SENIOR WATER CONTROL OFFICER REF NO: 150219/14
NWRI Central Operations: Vygeboom

SALARY : R196 407 per annum (Level 06)
CENTRE : Jericho Dam Amsterdam and Nocitgedacht

DUTIES : Control and monitor the release and distribution of water. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Apply health and safety regulations to the component. Inspect and report on maintenance of the infrastructure (Dams and Canals).

ENQUIRIES : Ms Mahlare Tel No: (017) 846 6000
APPLICATIONS : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION : Thomo K.E

POST 04/88 : WATER PLANT SUPERINTENDENT REF NO: 150219/15
NWRI Central Operations: Usutu Vaal

SALARY : R163 563 per annum (Level 05)
CENTRE : Jericho Dam (Usutu River) - Geelhout Boom

DUTIES : Ensure the efficient supply of water in accordance with prescribed standards. Compile monthly reports on the utilisation of staff and machinery. Report faults on all equipment’s. Ensure that safety measures are in place all the time. Ensure the operational efficiency and effectiveness of water plants and pump stations. Effective maintenance of infrastructure and machines. Ensure the machinery is operated in the clean environment. Assist in the development of appropriate maintenance procedures through best practices. Attends to adhoc queries pertaining to Occupational Health and Safety programmes from both internal and external clients.

ENQUIRIES : Mr MD Cholo Tel No: (017) 846 6000
APPLICATIONS : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION : Thomo K.E

POST 04/89 : ADMINISTRATION CLERK REF NO: 150219/16
NWRI Central Operations Admin Support

SALARY : R163 563 per annum (Level 05)
CENTRE : Jericho Dam (Usutu River)
REQUIREMENTS : A Grade 12 certificate. One (1) year relevant experience in government administration will serve as an added advantage. Good knowledge of PFMA, PPPFA, Treasury Regulations and other government policies. Telephone etiquette, sound knowledge and application of government and administration
procedures. Client orientation and customer focus. Ability to interact with people at all levels and work in a team environment. Good communication skills both (verbal and Written). Computer literacy skills (Ms Word, excel), good interpersonal relationship skills and must be able to work under pressure. A valid driver’s license.

**DUTIES**

Management of the switchboard and reception area. Attending to all incoming and outgoing calls and transferring them to appropriate officials for further actions. Taking and relaying messages. Attending to walk-in visitors/customers and ensuring that they are timeously attended to. Direct incoming calls/Enquiries to relevant officials who can help accordingly. Register all incoming mail and oversee delivery thereof. Keeping updated registers and implements systems and procedures for tracking and tracing of correspondence documents. Ensure a clean, neat reception area. Administer flights, accommodation and conference requests. Coordinate booking confirmation vouchers, booking cancellations, changes and re-scheduling and constant feedback to officials. Ensure implementation and compliance to departmental corporate travel processes and procedures. Co-ordinate Area Office’s travel submissions for approval. Maintain an efficient filing system. Keeping updated register and databases. Implement systems, procedures for tracking and tracing of travel documents. Administer landline telephones and mobile contracts in liaising with relevant Administrators. Manage photocopier machines and provide photocopy and binding services for the office. Liaise with client and service providers with regards to photocopier machines toners and switchboard related issues. Provide administrative support to the Area Manager.

**ENQUIRIES**

Ms L Makhoana Tel No: (012) 741 7315

**APPLICATIONS**

Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

**FOR ATTENTION**

Thomo K.E

**POST 04/90**

ASSISTANT TECHNICAL OFFICER: DAM CONTROL REF NO: 150219/17

NWRI: Central Operations, Dam Operations

**SALARY**

R163 563 per annum, (Level 05)

**CENTRE**

Vanderkloof Dam

**REQUIREMENTS**

Grade 12 certificate (with mathematics/Mathematics Literacy). One (1) to two (2) years’ experience in Dam Safety will be an added advantage. Computer literacy (Microsoft Word and Excel). A valid code 08 driver’s license. Attach certified copy). Good interpersonal and communication skills. Self-motivated and willingness to work in a team. Must be able to work overtime when necessary. Knowledge of the Occupational Health and Safety Act. (OHS).

**DUTIES**

Provide a support service to the Control Water Control Officer. Maintain monitoring of dam safety instrumentation e.g. pendulums and three dimensional crack meters. Responsible for inspections of the dam wall (bridge, spillway and pipes). Take water samples, meter readings and do calibrations when needed. Assist with dam wall tours. Responsible for the general cleaning and maintenance of the dam wall area. Compile daily/ weekly and quarterly reports and send them to Head Office and Regional Office. Adhere to Occupational Health and Safety regulations and ensure that protective equipment is used appropriately.

**ENQUIRIES**

Ms E Oosthuizen, Tel No: 053 664 9400

**APPLICATIONS**

Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771

**FOR ATTENTION**

Mr J Wilson

**NOTE**

The candidate must be medically fit.

**POST 04/91**

SECRETARY TO THE DIRECTOR: REGULATION REF NO: 150219/18

Branch: Chief Operations Office
Dir: Regulation

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Mbombela

**REQUIREMENTS**

Grade 12 certificate and a Certificate in Secretariat Services. One (1) to (2) years' experience in secretarial duties and general administration. Knowledge of
administrative procedures. Knowledge of secretarial duties. Computer literacy (Ms Excel, Ms Word and PowerPoint). Good people skills and sound organisational skills. High level of reliability. Basic Financial management and knowledge of PFMA. People and Diversity Management. Client orientation and customer focus. Accountability and ethical conduct. Ability to work under pressure, independently and handle confidential matters.

DUTIES: Provide a secretarial / receptionist support service to the Director. This will enter alia, entail the following: receives telephone call and refer the calls to the correct role players if not meant for the relevant Manager. Records appointments and events in the Diary of the Director. Type documents for the Director and other staff within the unit. Operate office equipment like fax machines and photocopiers. Provide a clerical support to the Director. This will entail, enter alia, the following: Liaise with travel agencies to make travel arrangements. Arrange meetings and events for the Director and staff in the unit. Process travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the Director. Record basic minutes of the meetings of the manager when required. Administers matters like leave registers and telephone accounts. Handle the procurement of standard items like stationery, etc. Remains up to date with regard to prescripts / policies and procedures applicable to the Director’s work to ensure efficient and effective support to the Director.

ENQUIRIES: Ms Nyalunga GH, Tel No: 013-759 7314
APPLICATIONS: Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION: Mr MJ Nzima
POST 04/92: ADMINISTRATION CLERK REF NO: 150219/19
Branch: Chief Operations Office
SD: Corporate Services
SALARY: R163 563 per annum (Level 05)
CENTRE: Mbombela
REQUIREMENTS: Grade 12 certificate or equivalent qualification. No previous experience required.
Technical knowledge / Competencies: Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS LOGIS, etc.). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good interpersonal relations. Team work and flexibility. Client orientation and customer focus. Communication skills, verbal and written.

DUTIES: Render general clerical support services. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Type letters and / or other correspondences when required. Keep and maintain the coming and outgoing document register of the component. Provide supply chain management support services within the component. Stock control of offices stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Check correctness of subsistence and travel claims of officials and submit to the manager for approval. Handle telephone accounts and petty cash for the component. Relieve the Switchboard operator when required. Update contact list when need arises. Report faulty telephones. Assist with conducting building inspections and report faults identified.

ENQUIRIES: Ms Singwane B.G Tel No: 013-759 7539
APPLICATIONS: Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation
at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela.

FOR ATTENTION : Mr MJ Nzima

POST 04/93 : GENERAL FOREMAN (CIVIL) REF NO: 150219/20
NWRI Central Operations: Vanderkloof Canals

SALARY : R136 800 per annum, (Level 04)
CENTRE : NWRI, Central Operations (Vanderkloof Dam)
REQUIREMENTS : Grade 08. One (1) to two (2) years’ experience in Civil maintenance. A valid Code 08 driver’s license. (Attach certified copy). Good written and verbal communication skills. One year supervision experience will be a added advantage. Work independently and in a team. The ability to do routine tasks, which require using variety of equipment, tools and machinery. Knowledge of the basic safety procedures of the Health and Safety OHS Act.

DUTIES : Assist Artisan in Civil Workshop. Supervision of maintenance team. Ensure that official houses, office buildings, dam wall areas and workshops are and maintained. General maintenance to plants, structures and canal pipe lines. Concrete work, plastering, tiling, painting, cleaning, roof structures, and gutters and down pipes. Building manholes and structures.

ENQUIRIES : Mr LI Radebe Tel No: 053 664 – 9400
APPLICATIONS : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771

FOR ATTENTION : Mr J Wilson

POST 04/94 : DRIVER REF NO: 150219/21 (X2 POSTS)
NWRI Central Operations Nooitgedacht and Maintenance

SALARY : R115 437 per annum (Level 03)
CENTRE : Jericho Dam (Usutu River)
REQUIREMENTS : A Grade 10 certificate or equivalent. A Driver’s License Code 10 with valid PDP (attached certified copies). One (1) to three (3) years experience in driving. Knowledge and experience in driving services and transporting people. Knowledge of procedures, processes and structures. Basic knowledge of government regulations, practices notes, circulars and policy frameworks. Client orientation and be customer focus. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding and commitment of government objectives, policies and programmes. Good client orientation and customer focus. Knowledge of National and Provincial Road Traffic Act will serve as an added advantage. Communication and writing skills needed as well as ability to work in a team.

DUTIES : Responsible for transporting of personnel. The delivery and collection of passengers. Function in accordance with applicable legislative requirements. Routine maintenance of vehicles. Routine inspection on visible defects around the exterior of the vehicles. The monitoring of various fluid levels. Monitor the utilisation of vehicles. Attend to special requests. The recording of fuel and fluids levels. The recording of operations of the vehicles. The periodic checks on vehicles maintenance standards. Ensure the safekeeping of vehicles.

ENQUIRIES : Mr ME Sehume Tel No: (017) 846 6000
APPLICATIONS : Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION : Thomo K.E

POST 04/95 : TRADESMAN AID (MAINTENANCE X1 POST, KHUTALA X1 POST, ONVERWERKTE X1 POST) REF NO 150219/22 (X3 POSTS)
NWRI Central Operations

SALARY : R115 437 per annum (Level 03)
CENTRE : Jericho Dam (Usutu River)
REQUIREMENTS: ABET certificate (Ability to read and write). One (1) to two (2) years relevant experience. Knowledge of machinery repairs, service and maintenance. Ability to carry out manual duties and receive instructions from supervisor. Physical fitness. Basic knowledge of hand tools and power tools Willingness to travel. Good Interpersonal skills. Able to work under pressure and independently. Basic knowledge in maintenance of structures and managing the water distribution for all Government Waterworks within the Area Office’s jurisdiction. Basic disciplinary knowledge in Occupational Health and Safety. Basic disciplinary knowledge in Public Administration. Basic knowledge in supporting water utilization and water resource strategy. Basic knowledge of flood controlling. Basic understanding of government legislation. Knowledge of administration in relation to the correct completion of forms.

DUTIES: To assist a mechanical artisan in execution of maintenance, repairs and services of the machinery and mechanical installations in various dams, reservoirs, pump stations and pipelines. Carry tools, equipment and keep them in a good condition. Must be able to travel extensively and work extended hours when required. Willingness to perform other related duties. Loading and off-loading. Adhere to Occupational Health and Safety Act.

ENQUIRIES: Mr MC Nchabeleng Tel No: (017) 846 6000
APPLICATIONS: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION: Thomo K.E

POST 04/96: TRADESMAN AID II: MECHANICAL - CORROSION REF NO: 150219/23
NWRI Central Operations: Dam Operations

SALARY: R115 437 per annum (Level 03)
CENTRE: NWRI, Central Operations (Vanderkloof Dam)
REQUIREMENTS: ABET Certificate (Ability to read and write). One (1) to two (2) years working experience. Experience in corrosion painting. Knowledge of Corrosion, Sandblasting and welding. Person must also be in good physical condition to perform tasks assigned. Knowledge of the Occupational Health and Safety Act. (OHS).

DUTIES: To provide a support service to the handyman in performing maintenance to mechanical equipment. Maintenance to construction equipment and performing smaller welding tasks. All Occupational Health & Safety regulations should be adhered to and protective equipment used appropriately. Will perform paint duties at dam wall, houses, buildings, workshops. Perform corrosion, sandblasting and welding duties at dam wall and all departmental structures. Cleaning of the workshop, give support to other divisions and report any defaults.

ENQUIRIES: Mr. GA Coetzee Tel No: 053 664 9400
APPLICATIONS: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771

FOR ATTENTION: Mr J Wilson

POST 04/97: HANDYMAN (MECHANICAL) REF NO: 150219/24
NWRI Central Operations, Mechanical Canals

SALARY: R115 437 per annum (Level 03)
CENTRE: NWRI, Central Operations (Vanderkloof Dam)
REQUIREMENTS: ABET Level 4. Preferably 6 months experience in maintenance and servicing of construction machinery and equipment. Computer literacy (Word, Excel, Outlook). Valid Code C1 driver’s license and also with valid PDP license. (Attach certified copy). The following will serve as recommendations: Knowledge of the Occupational Health & Safety Act, operating of construction machinery, ability to work under pressure and good physical fitness.

DUTIES: To assist the artisan in the execution of mechanical maintenance tasks. Perform routine functions related to the maintenance of the dam wall and corrosion protection of sluices in the dam wall. Carry out services to construction machinery and do minor repairs where necessary. Load and move heavy equipment. Perform
dam inspections and ensure that maintenance programs are in place within the plant. Supervise and mentor personnel and do performance evaluations. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register.

ENQUIRIES: Mr. G.A Coetzee Tel No: 053 664 9400
APPLICATIONS: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771
FOR ATTENTION: Mr J Wilson
POST 04/98: GENERAL WORKER: CIVIL REF NO: 150219/25 (X8 POSTS)
NWRI Central Operations

SALARY: R96 549 per annum, (Level 02)
CENTRE: NWRI, Central Operations (Vanderkloof Dam)
REQUIREMENTS: ABET. (Must be able to read and write). One (1) to two (2) years of appropriate experience. Good interpersonal and communication skills, self motivated and willingness to work. Knowledge in the field of maintenance tasks, Ability to work under supervision, independently and in a team. Work overtime when necessary. Knowledge in plumbing, bricklaying, carpentry and construction. Knowledge of the Occupational Health and Safety Act.

DUTIES: Perform routine relating to the maintenance of the structures and construction work. Move and load heavy equipment on government water scheme. Do maintenance in the garden and other structures e.g. Damwall, cutting grass, trimming trees, fencing, cleaning, painting, spraying with round-up (chemical) and maintenance on the side of the road. Perform regular inspections on tools and report defaults.

ENQUIRIES: Mr. LI Radebe Tel No: 053 664 9400
APPLICATIONS: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771
FOR ATTENTION: Mr J Wilson
POST 04/99: CLEANER REF NO: 150219/26 (X2 POSTS)
NWRI Central Operations

SALARY: R96 549 per annum, (Level 02)
CENTRE: NWRI, Central Operations (Vanderkloof Dam)
REQUIREMENTS: ABET. One (1) to two (2) years’ experience in cleaning will serve as an added advantage. Knowledge of cleaning principles. Knowledge of chemical use (dilution / mix).Knowledge of cleaning equipment to be used. Knowledge of health and safety requirements. Knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using chemicals correctly.


ENQUIRIES: Mr. LI Radebe Tel No: 053 664 9400
APPLICATIONS: Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X01, Vanderkloof Dam, 8771
FOR ATTENTION: Mr J Wilson
POST 04/100: CLEANER (MAINTENANCE X1 POST, KHUTALA X1 POST, ONVERWACHT X1 POST, ADMIN SUPPORT X1 POST) REF NO 150219/27 (X4 POSTS)
NWRI Central Operations

SALARY: R96 549 per annum (Level 02)
CENTRE: Jericho Dam (Usutu River)
REQUIREMENTS:

DUTIES:

ENQUIRIES:
Mr ME Sehume Tel No: (017) 846 6000
APPLICATIONS:
Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION:
Thomo K.E

POST 04/101: GENERAL WORKER (ONVERWAGT X1 POST; VYGEBOOM X1 POST, USUTU EASTERN TRANSVAAL X4 POST; MAINTENANCE X1 POST) REF NO: 150219/28 (X7 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: Jericho Dam (Usutu River)
REQUIREMENTS:
ABET certificate. One (1) to two (2) years experience in performing manual work will serve as an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge and understanding on conducting general work including lawn care process. Knowledge and understanding of pruning and training processes and techniques. Basic knowledge of chemical use (dilution mix) and chemical products. Daily maintenance procedures for efficient machine / equipment performance. Supporting of water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of government legislation. Communication skills and ability to work in a team. Must be productive and loyal.

DUTIES:
The successful candidate will be required to assist a civil artisan in execution of maintenance, repairs and services of the machinery and mechanical installations in various dams, reservoirs, pump stations and pipelines. Carry tools and equipment and keep them in a good condition. The successful candidate will be required to travel extensively and work extended hours when required. Willingness to perform other related duties. Loading and off-loading. Adhere to Occupational Health and Safety Act.

ENQUIRIES:
Mr HJ Bekker, Tel No: (017) 846 6000
APPLICATIONS:
Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

FOR ATTENTION:
Thomo K.E

POST 04/102: GROUNDSMAN (NOOITGEDACHT DAM (X1 POST), KHUTAL (X1 POST), MAINTENANCE (X1 POST) REF NO: 150219/29 (X3 POSTS)

SALARY: R96 549 per annum (Level 02)
CENTRE: Jericho Dam (Usutu River)
REQUIREMENTS:
ABET certificate. Zero (0) to one (1) year working experience. Knowledge and experience of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning, trimming and techniques processes. Knowledge of the chemical use (dilution mix) chemical products. Knowledge of daily maintenance procedures for efficient machine / equipment performance. Basic knowledge in supporting water utilisation and water resources strategy.

**DUTIES**
Cleaning and maintain grounds and repair tools and structure such as buildings, fences and benches using hand and power tools. Mixing spray or spread fertilisers, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders. Irrigate plants and lawns. Provide proper upkeep of sidewalks, driveways, parking lots, planters and other related ground features. Maintain existing grounds/gardens by caring sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds, and clean buildings by sweeping, washing floors and cleaning windows. Assist with maintenance duties from time to time. Adhere to all OHS Act.

**ENQUIRIES**
Mr N Vermaak Tel No: (017) 846 6000

**APPLICATIONS**
Please forward your applications to the Acting Scheme Manager Central Operations NWRI, Department of Water and Sanitation, Private Bag X 1004, Usutu River, Amsterdam, 2375.

**FOR ATTENTION**
Thomo K.E

**POST 04/103**

**SALARY**
R96 549 per annum (Level 02)

**CENTRE**
Mbombela

**REQUIREMENTS**
ABET qualification. One (1) year experience working as a Cleaner will be an added advantage. Basic knowledge of cleaning principles. Basic knowledge of chemical use (dilution/mix). Basic knowledge of cleaning equipment used. Basic knowledge of health and safety requirements. Basic knowledge of basic record keeping. Basic understanding of applying safety rules. Basic understanding of applying or using cleaning materials.

**DUTIES**
Cleans above the floor surfaces according to surface type and best cleaning practice. Clean hard and resilient floors according to the surface type and best cleaning practice. Clean textile surfaces according to the surface type and best cleaning practice. Cleans ablution facilities toilets, urinals, baths, showers and basins, fixtures and fittings accordingly. To surface type and best fittings according. To surface type and best cleaning practice. Cleans kitchens, kitchen items, surface type, cleaning specification, worksite procedures and basic cleaning principles. Cleans building surrounds systematically in accordance with the area, surface type. Cleaning specification, worksite procedures and basic cleaning principles.

**ENQUIRIES**
Ms BG Singwane Tel No: 013-759 7539

**APPLICATIONS**
Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom Building, 35 Brown Street - Corner Brown
ANNEXURE N

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH

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

FOR ATTENTION: Me P Mpu

CLOSING DATE: 18 February 2019

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver’s license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

MANAGEMENT ECHELON

POST 04/104: CHIEF EXECUTIVE OFFICER REF NO: H/C/13

SALARY: R1 005 063 per annum (Level 13)

CENTRE: Mofumahadi Manapo Mopeli Regional Hospital: Qwaqwa

REQUIREMENTS: Appropriate recognized Bachelor’s degree or equivalent Extensive appropriate experience in Management (Especially Health or Hospital Management) Knowledge or experience in DHS and good understanding of Health Sector Computer skills. A minimum of 5 – 10 years’ management experience in the health sector on Middle management level. Knowledge and Skills: Knowledge: Knowledge of Health policies, management of health information, Occupational Health and Safety Act, Patient Rights Charter, Batho-ple principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, Treasury Regulations and Financial Systems etc. Skills: Leadership, organisational, 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. Financial and budgetary knowledge pertaining to the relevant resources under management, Computer skills in basic programmes, Good Communication skills, Presentation skills.

DUTIES: Develop, implement and maintain financial management systems, policies and procedures to ensure the effective and efficient management of the hospital in
terms of relevant acts and delegations. Develop, implement and maintain human
resource management strategy, policies, systems and procedures to ensure the
effective and efficient utilization of human resources in order to improve service
delivery within the Public Service regulatory framework and relevant delegations.
Prepare a strategic plan for the hospital to ensure that its services are in line with
the National, Provincial, Regional and District strategies. Ensure that the hospital
is managed within a sound framework of corporate governance principles.
Implement an appropriate procurement and provisioning system, which is fair,
equitable, transparent, competitive and cost effective, in terms of the Provincial
delegations and as required by the PFMA. Implement and manage an information
technology policy, systems and procedures to support the effective and efficient
delivery of services. Manage all aspects of patient care and ensure high standards
of patient care. Serve on various internal and external committees, and provide
input into the development of Provincial policy and strategy on the management of
hospitals and the provision of health/medical care. Create an enabling environment
to promote the academic development of medical students and associated health
care professionals/practitioners.

ENQUIRIES : Mr S C Polelo Tel No: (051) 408 1846/1864

OTHER POST

POST 04/105 : CHIEF EXECUTIVE OFFICER (X5 POSTS)

SALARY : R826 053 per annum (Level 12)
CENTRE : Katleho/Winburg District Hospital Complex: Ref No: H/C/8
Fezi Ngubentombi District Hospital, Sasolburg: Ref No: H/C/9
Albert Nzula District Hospital, Trompsburg: Ref No: H/C/10
National District Hospital, Bloemfontein: Ref No: H/C/11
Tokollo/Mafube District Hospital Complex Ref No: H/C/12

REQUIREMENTS : Preferably a health professional registered with relevant professional body
plus post graduate degree / diploma in management and minimum of 3-5 years'
management experience in health sector on management level. A valid driver’s
license. Knowledge and Skills: Knowledge: Knowledge of Health policies,
management of health information, Occupational Health and Safety Act,
Patient Rights Charter, Batho-tele principles, Public Service Regulations,
Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure,
Treasury Regulations and Financial Systems etc. Skills: Leadership,
organisational, 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. Financial and
budgetary knowledge pertaining to the relevant resources under management,
Computer skills in basic programmes, Good Communication skills,
Presentation skills.

DUTIES : Prepare a Business Plan for the hospital to ensure that is in line with the
departmental strategic plan. Plan, co-ordinate and ensure the effective and
efficient overall management of the hospital in terms of relevant acts and
delegations: Financial Management, Human Resource Management,
Procurement and Management of Equipment and facilities, Corporate
Governance, Implement and manage an information technology policy,
systems and procedures to support the effective and efficient delivery of
services. Manage all aspects of patient care and ensure health, safety, welfare of
patient and quality improvement. Ensure comprehensive compliance with
standards to provide quality care. Serve on various internal and external
committees, and provide input into the development of Provincial policy and
strategy on the provision of health/medical care.

ENQUIRIES : Mr S C Polelo, Tel No: (051) 408 1846/1864
APPLICATIONS : applications to be send to: The Director, HRM and Planning, PO Box 227,
Bloemfontein, 9300 or hand delivered @ entrance, Bophelo House, Cnr Charlotte
Maxeke and Harvey Roads, Bloemfontein
FOR ATTENTION : Me P Mpu
Applications:

- **Districts Ekurhuleni North (EN)**
  - Physical Address: 78 Howard Avenue, Munpen Building, Benoni
  - Postal Address: Private Bag X059, Benoni, 1500
  - Enquiries: Emily Mochela, Tel: (011) 746-8190

- **District Ekurhuleni South (ES)**
  - Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal
  - Private Bag X8001, Alberton, 1456
  - Enquiries: Xolani Kheswa, Tel: (011) 389-6062

- **Gauteng East (GE)**
  - Physical Address: Corner 7th Street and 5th Avenue, 5th Floor
  - Telkom Towers, Postal Address: Springs: 1560
  - Enquiries: Mpho Leotlela, Tel: (011) 736-0717

- **Gauteng North (GN)**
  - Physical Address: Yorkcor Park Building, 86 Watermeyer Street
  - Pretoria, 0001
  - Tel: (012) 846-3754

- **Gauteng West (GW)**
  - Physical Address: Corner Boshoff & Human Street, Krugersdorp
  - Postal Address: Private Bag X2020, Krugersdorp 1740
  - Enquiries: Louisa Dhlamini, Tel: (011) 660-4581

- **Johannesburg Central (JC)**
  - Physical Address: Corner Morola & Chris Hani road
  - Private Bag X00064, Bertiham, 2013
  - Enquiries: Linda Matloubho, Tel: (011) 983-2231

- **Johannesburg East (JE)**
  - Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore
  - Sandton, 2146
  - Enquiries: Elizabeth Moloko, Tel: (011) 666-9109

- **Johannesburg North (JN)**
  - Physical Address: Corner Biccard & Jorrison street
  - Postal Address: Private Bag X01, Braamfontein, 2017
  - Tel: (011) 694 9378

- **Johannesburg SOUTH (JS)**
  - Physical Address: 100 Northern Parkway, Crownwood Ormonde
  - Postal Address: Private Bag X13, Lenasia, 1820
  - Enquiries: Patrick Sesane, Tel: (011) 247-5957

- **Johannesburg West (JW)**
  - Physical Address: 20 Madeline street Florida
  - Enquiries: Lizwe Jafta, Tel: 061 483 3054

- **Sedibeng East (SE)**
  - Physical Address: Corner Joubert & Kruger street
  - Postal Address: Private Bag X05, Vereeniging, 1930
  - Tel: (016) 440-1861

- **Sedibeng West (SW)**
  - Physical Address: Sebokeng College 6 Samuel Street
  - Postal Address: Private Bag X067, Vanderbijlpark, 1900
  - Tel: (016) 594 9193

- **Tswane North (TN)**
  - Physical Address: Wonderboom Junction 11
  - Lavender Street, Pretoria
  - Postal Address: Private Bag X925, Pretoria, 0001
  - Tel: (012) 543 1044

- **Tswane South (TS)**
  - Physical Address: President Towers Building, 265 Pretorius Street
  - PRETORIA
  - Postal Address: Private Bag X198 Prestoria, 0001
  - Tel: (012) 401 6363/5

- **Tshwane West (TW)**
  - Physical Address: Klipgat Road Old Hebron College
  - Postal Address: Private Bag X38, Rosslyn, 0200
  - Tel: (012) 725 1451, Head Office [HO]
  - Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg
  - Postal Address: P.O. Box 7710, Johannesburg 2001
  - Tel: (012) 725 1451

Closing Date: 15 February 2019

Note:

Application 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 allowed). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date please accept that your application was unsuccessful.
OTHER POSTS

POST 04/106 : SENIOR ADMIN OFFICER REF NO: HO2019/01/07
Directorate: E-Learning LTSM

SALARY : R299 709 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. A very good understanding and knowledge of LTSM/ E-Learning procurement processes will be a key advantage. Be familiar with project management and understanding the environment. Knowledge of E-Learning white paper 6 and the GDE E-Learning strategy document. Knowledge of the various Legislative frameworks applicable in the Education sector. Good managerial skills, good interpersonal skills and the ability to handle people in an appropriate manner, organizing ability, computer literacy and typing skills (advanced skills in MS Word, Access and Excel) a requirement. Excellent communication (Verbal and Written) skills. Ability to lead, work in a team as well as individual, ability to work under pressure and meet the deadlines. A valid driver’s license is essential.

DUTIES : Provide administration support of the unit. Provide logistical support in the unit. Assist with data related functions for the LTSM processes and procurement. Provide administration support to all projects embarked on within the Directorate. Liaise with schools and districts regarding procurement planning and delivery.

ENQUIRIES : Mr. Andrew Mentor Tel No: 084 657 6544

POST 04/107 : IT SUPPORT TECHNICIANS REF NO: HO2019/01/08 (X6 POSTS)
Directorate: IT Support Services

SALARY : R299 709 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Information Technology or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of legislative frameworks within the public sector will be an added advantage and knowledge of ITIL processes will be advantage. Client orientation and good customer skills. Technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver’s license is essential.

DUTIES : Support the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Analyse and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Liaise between management and Users, Manage any virus threats. Provide first line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by operating, supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Printer maintenance, installation, configuration and testing of networks for all new ICT equipment including all Gauteng school’s users.

ENQUIRIES : Ms. Eva Motshwaedi Tel No: (011) 843 6724

POST 04/108 : IT SUPPORT TECHNICIANS REF NO: HO2019/01/09 (X18 POSTS)
Directorate: IT Systems Development and Support (Institutions)

SALARY : R299 709 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience or Grade12 with additional IT qualifications A+ or N+ or MCSE. Knowledge of Microsoft products and packages. Two years or more experience in technical support environment with understanding of network
connectivity technologies. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver’s license is essential.

**DUTIES**
Support the ICT Schools network by installing and configuring ICT equipment in schools. Advise on technical changes in ICT. Liaise between management and Users. Manage and support IT security threats, Support SA SAMS Applications and other IT related applications in Gauteng schools. Provide first line technical support and maintain LAN/WAN to ensure minimum disruption to network connectivity. Support and maintain day to day operational issues of Institutions/schools to ensure a stable and efficient ICT environment. Attend to user complaints. Report on IT usage from all schools. Administer and support GDE user base. Monitor and manage Principal’s email accounts and Microsoft Office 365.

**ENQUIRIES**
Ms. Martha Pule, Tel No: 083 284 1345 or Tel No: (011) 639 8400

**POST 04/109**
SENIOR ADMIN OFFICER REF NO: HO2019/01/10
Chief Directorate: THRS

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

**CENTRE**
Head Office

**REQUIREMENTS**
An appropriate recognized 3-year National Diploma/ Degree or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word MS Access and MS Office. Ability to work under pressure. Conflict management, Financial management and Project Management skills necessary. Sound verbal and written communication skills required. Self-disciplined and able to work under pressure with minimum supervision. Valid driver’s license is a pre-requisite.

**DUTIES**
To assist with facilitation of key administrative functions within the Chief Directorate: School Management. To ensure that the daily administrative processes within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the office of the Chief Director: School Management in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Assist to monitor the expenditure usage in the office of the Chief Director: School Management in line with the procurement plans and the approved budget. Perform other duties assigned or delegated by immediate supervisor.

**ENQUIRIES**
Ms Tapile Ncumisa, Tel No: (011) 843 6812

**POST 04/110**
SENIOR ADMIN OFFICER REF NO: HO2019/01/11
Chief Directorate: Legal Services & Dispute Management

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

**CENTRE**
Head Office

**REQUIREMENTS**
An appropriate recognized 3-year National Diploma/ Degree or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of government Legal and Labour processes, PFMA, Batho Pele principals, Treasury Regulations and Asset Management Guideline, Thorough understanding of Public Service and Educational environment. Computer literacy skills, administrative, analytical, planning and organizational skills. Good communication skill, excellent written and verbal communication with both external and internal stakeholders. Assertive, trustworthy and professional with integrity. A motivated, self-driven, results orientated individual. Ability to work independently and as part of a team. Ability to interact with people at various levels. Ability to work under pressure and beyond normal working hours. A valid driver’s license is essential.
**DUTIES:** Provide support in performance of Chief Director’s duties, implement and manage appropriate and adequate administration systems and processes within the office of the Chief Director. Action the proceedings of strategic tasks from minutes of meetings in line with responsibilities as directed by the Chief Director, follow-up on decisions taken during meetings, ensure that reports are received and sent out on time, compile annual, monthly and quarterly reports for the effective monitoring and tracking of activities within the Chief Director’s office. Ensure that the Chief Director has all the relevant documents for meetings and that those records are kept of decisions taken. Advise the Chief Director on pertinent administrative issues. Assist in overseeing general office management and supervise the Office Service Pool. Prepare Performance Appraisal Forms, job descriptions and submit Appraisals, Manage and monitor the office of the Chief Director.

**ENQUIRIES:** Ms. Jackie Manyapye Tel No: (011) 355 0505

**POST 04/111:** SYSTEM ADMINISTRATORS REF NO: HO2019/01/12 (X2 POSTS)

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

**CENTRE:** Head Office

**REQUIREMENTS:** An appropriate recognized 3-year National Diploma/Degree in Information Technology or relevant 3-year qualification with minimum of 3 years’ relevant experience and/or Grade 12 plus 10 years’ relevant experience. Knowledge of Microsoft products and packages. Two years or more experience in technical support environment with understanding of network connectivity technologies. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver’s license is essential.

**DUTIES:** Efficient and effective management of LAN/WAN at GDE schools. Ensure mandatory good practice. Management of network security throughout GDE School’s ICT infrastructure. Manage, monitor and report on IT related special projects. Distribution of dongles and manage LAN connectivity at the smart schools. Ensure that there is always connectivity at the smart schools. Monitor and manage the roll out of technology devices to schools. Hardware asset management.

**ENQUIRIES:** Mr. Sipho Kunene Tel No: 083 284 1362

**POST 04/112:** SENIOR ADMIN OFFICER REF NO: HO2019/01/13

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

**CENTRE:** Head Office

**REQUIREMENTS:** An appropriate recognized 3-year National Diploma/Degree in Human Resource Development or relevant 3-year qualification with minimum of 3 years’ relevant experience and/or Grade 12 plus 10 years’ relevant experience. Knowledge of Public Service Legislation. Competencies: Communication Skills; Planning and Organising Skills; Stakeholder and Client Liaison Skills; Project Administration Skills. Problem Solving Skills; Ability to work in a team and independently. Knowledge and understanding of the Adult Education and Training process is Compulsory. A valid driver’s license is essential.


**ENQUIRIES:** Ms. Lydia Phehla Tel No: 011 355 1005
<table>
<thead>
<tr>
<th>POST 04/113</th>
<th>CHIEF PERSONNEL OFFICER: ESTABLISHMENT CONTROL AND COMPENSATION REF NO: HO2019/01/14</th>
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</thead>
<tbody>
<tr>
<td>Directorate: HRTS</td>
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<tr>
<td>Sub-Directorate: Strategic Operation Support</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R299 709 per annum (plus benefits)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Head Office</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate recognized 3-year National Diploma/ Degree in Human Resource or relevant 3-year qualification with minimum of 3 years' relevant experience and/or Grade 12 plus 10 years' relevant experience in establishment administration. Knowledge of PERSAL, Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. A valid driver's license is essential.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>To effectively implement and administer organization and post establishment administration services. Verify the correctness of post establishment changes request. Establish control and monitoring mechanism to ensure efficient and effective implementation of post establishment. Generate and analyse reports with regards to special THRS projects. Implement all Departmental Transversal HR policies, strategies and procedures to ensure adherence by the Departmental personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, manage and assess the performance of subordinates.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr. L Banda: Tel No: 071 474 6176</td>
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<thead>
<tr>
<th>POST 04/114</th>
<th>SENIOR ADMINISTRATION OFFICER: WEBSITE/PORTAL INFORMATION REF NO: HO2019/01/15</th>
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<tbody>
<tr>
<td>Directorate: Internal Communication</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R299 709 per annum (plus benefits)</td>
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<td><strong>CENTRE</strong></td>
<td>Head Office</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate recognized 3-year National Diploma/ Degree in Webpage Design or relevant 3-year qualification with minimum of 3 years' relevant experience and/or Grade 12 plus 10 years' relevant experience in publishing information and announcements on government web pages (Internet and Intranet). Good knowledge and understanding of HTML and SharePoint as well as editing tools and at least minimum of 3 years working experience in SharePoint system competences in Internet and HTML. Knowledge of communication policies of the Department. Minimum Information Security Standards (MISS), Business writing skills and Computer literacy (Microsoft office) will be an added advantage. Enthusiastic individual who recognizes the importance of knowledge and information to a business support program within the Department. Ability to understand a document range of customer requirements and to translate into quality web-based solutions. Knowledge of Public Service Act and relevant Regulations, Government Communication Policies and practices, Public Access to Information Act. Good communication skills. Good Interpersonal relation, understanding of legal issues, such as online copyright, an excellent grasp of English grammar, punctuation and spelling, ability to write for a target audience. A valid driver's license is essential.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Update, and maintain content on the web portal and intranet. Research and write articles for the website. Liaise with web content managers to determine their web based needs and requirements. Manage, respond and keep daily record of all online enquiries Assist in gathering Information and Compile a report Convert documents to accessible formats for web users. Strategize the content to go onto the portal (website), including language variants.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms. Brenda Mabaso, Tel No: 011 355 0201</td>
</tr>
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</table>
POST 04/115: TECHNICIANS (COMMUNICATION TECHNOLOGY) REF NO: HO2019/01/16
(X2 POSTS)
Directorate: IT Systems Development and Support

SALARY: R299 709 per annum (plus benefits)
CENTRE: Head Office
REQUIREMENTS: An appropriate recognized 3-year National Diploma/ Degree in Information Technology or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of Microsoft products and packages. Two years or more experience in technical support environment with understanding of network connectivity technologies. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver’s license is essential.

DUTIES: To manage and constantly monitor the continuous functioning of the LAN and WAN connectivity. Troubleshooting; monitoring WAN and LAN connectivity, and ensure 80% uptime and functionality. Smart Classroom Devices Connectivity, APN / Broadband Connectivity, Wi-Fi connectivity. Tracked and monitored network connectivity incidents and escalations within 16 working hours. Incident Management and Monitoring. Antivirus & Windows Patch Management. Hardware and Software Support. ICT Asset and Management of ICT schools.

ENQUIRIES: Mr. Thabo Ledwaba, Tel No: 082 543 2150

POST 04/116: CHIEF PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) REF NO: HO2019/01/17 (X2 POSTS)
Directorate HRTS
Sub Directorate: PILIR

SALARY: R299 709 per annum (plus benefits)
CENTRE: Head Office
REQUIREMENTS: An appropriate recognized 3-year National Diploma/ Degree in Human Resource or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience in HR environment. Supervisory in PILIR/LEAVE management will be an added advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PERSAL; CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Computer literacy in MS Excel, MS Word, MS Access and MS Outlook. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours. A valid driver's license is essential.

DUTIES: To ensure effective and efficient management of PILIR. Oversee and management of employees under his/her supervision (PMDS, Leave, conflict, resources; etc.) and their day-to-day functions. Quality check PILIR applications, assessment outcome reports, outcome letters; etc. Generate all PILIR reports on weekly; monthly; quarterly and annually. Analyse assessment reports from the Health Risk Manager (HRM) and all other PILIR reports. Strict adherence to time frames. Update and monitor the tracking grid. Reconcile and analyze data. Attend to all PILIR queries. Organize and facilitate PILIR trainings/workshops/information sharing sessions. Compile all PILIR submissions and memos. Attend all PILIR stakeholder meetings. Provide support and visit to the Districts; schools, clients and Head Office.

ENQUIRIES: Ms. Doris Malefo @ 082 820 6425
POST 04/117: CHIEF PERSONNEL OFFICER (PMD) REF NO: JW2019/01/19
Sub Directorate: Transversal Human Resource Services
Unit: Performance Management & Development

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg West District
REQUIREMENTS: An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 3 years' relevant experience in the HR working environment and/or Grade 12 plus 10 years' experience in the HR working environment. Practical experience of PERSAL. Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service. Leadership, management and conflict resolutions skills. Knowledge of National skills Development Act and National Development Strategy. Communication skills (written & verbal), organizational and interpersonal. Supervisory skills, Computer literacy and ability to work under pressure. Applicant must be in a possession of a South African valid driver's license.

DUTIES: The successful candidate will be responsible for providing an effective Performance Management service in the Department. This would include; providing advice on Human Resources Development (HRD) matters; conduct needs analysis and skills audit; organize and co-ordinate training and needs analysis and skills audit; organize and co-ordinate training and development interventions based on the needs of the employees. Submit an approved WSP/ATR for the department. Administer internal bursaries, develop and revise policies, implement learnerships, internship and experiential learning programmes, compile and submit various reports to management stakeholders.

ENQUIRIES: Mr Lizwe Jafta Tel No: 061 483 3054

POST 04/118: SENIOR ADMIN OFFICER- INFO SYSTEMS REF NO: JN2019/01/20
Sub Directorate: Information Systems & Strategic Planning

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg North District
REQUIREMENTS: An appropriate recognized 3-year relevant qualification (National Diploma/Degree) with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of relevant policies, procedures and legislative frameworks in public sector. Excellent Computer skills (Microsoft package). Good interpersonal skills and communication skills (Verbal and written). Administrative, analytical and organizational skills. Supervisory skills. Ability to work under pressure and in a team. Applicant must be in a possession of a South African valid driver’s license.

DUTIES: Proper keeping of records and databases. Gather and process information, functions such as filling, recording and compiling of minutes meetings, report writing and handling incoming and outgoing correspondence and telephone calls. Supervise Staff Convert system data into usable information. Manage the District information system, collate monthly and quarterly reports. Manage annual surveys. Manage the training and implementation of SA-SAMS. Co-Ordinate the use and acquisition of I.T for the District.

ENQUIRIES: Ms Nelisiwe Mashazi Tel No: 011 694 9403

POST 04/119: SENIOR STATE ACCOUNTANT (X2 POSTS)
Sub Directorate: Finance and Administration
Section: Finance Management

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg West Ref No: JW2019/01/21
Gauteng West Ref No: GW2019/01/34
REQUIREMENTS: An appropriate recognised 3- year relevant qualification (National Diploma/Degree) plus 3 to 5 years’ experience in Finance Management/Financial Planning and Budgeting. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of Financial prescripts Public Finance Management Act (PFMA)
Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in possession of a South African valid driver’s license.

**DUTIES:** Receive Budget Allocation letter for the Financial year in respect of the District, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets.Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01’s from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01’s are received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/virements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff within the Finance Management unit. The successful incumbent will report to the Assistant Director of the unit.

**ENQUIRIES:**
Mr Lizwe Jaftha Tel No: 061 483 3054 (JW)
Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW)

**POST 04/120:**

**CHIEF PERSONNEL OFFICER (X3 POSTS)**
Sub Directorate: Transversal Human Resource Services
Unit: Conditions of Service

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

**CENTRE:**
Johannesburg Central Ref No: JC2019/01/22
Sedibeng East Ref No: SE2019/01/28
Tshwane South Ref No: TS2019/01/33

**REQUIREMENTS:** An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 3 years’ relevant experience in the HR working environment and/ or Grade 12 plus 10 years’ relevant experience in the HR working environment. Knowledge of PERSAL. Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. Applicant must be in a possession of a South African valid driver’s license.

**DUTIES:** Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Manage conditions of services. Establish control and monitoring mechanism to ensure efficient and effective implementation in terms of Transfers; Resettlement; Debt Recovery; Promotions; Termination of Services, Housing, etc. Maintain and update database regarding Conditions of Services.

**ENQUIRIES:**
Mr Linda Mabutho Tel No: (011) 983 2231 (JC)
Mr P Nkgage Tel No: (011) 440 1856 (SE)
Mrs. M Van Der Walt Tel No: (011) 660 4581 (TS)
POST 04/121 : CHIEF PERSONNEL OFFICER: HRP (X4 POSTS)
Sub Directorate: Transversal Human Resource Services
Unit: Human Resource Provisioning

SALARY : R299 709 per annum (plus benefits)
CENTRE :
Johannesburg Central Ref No: JC2019/01/23
Gauteng North Ref No: GN2019/01/30
Tshwane West Ref No: TW2019/01/31
Gauteng West Ref No: GW2019/01/32

REQUIREMENTS :

DUTIES :
Ensure the implementation of post provisioning for Public Ordinary and LSEN schools (PS and CS). The receipt and verification of post establishment for LSEN Schools and Ordinary Schools; Receipt and verification of post establishment for extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Absorption of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83. Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc.

ENQUIRIES :
Mr Linda Mabutho Tel. No: 011 983 2231 (JC)
Mr. L.A. Phaswana Tel No: (012) 846 3641 (GN)
Ms. Louisa Dhlamini Tel No: (011) 660 4581 (GW)
Ms. Priscilla Ravele Tel No: (012) 725 1451 (TW)

POST 04/122 : SENIOR ADMIN OFFICER (X2 POSTS)
Sub Directorate: Examinations & Administration

SALARY : R299 709 per annum (plus benefits)
CENTRE :
Johannesburg North Ref No: JN2019/01/62

REQUIREMENTS :
An appropriate recognized 3-year relevant qualification (National Diploma/Degree) with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. At least five (5) years examination experience will be an added advantage. Applicant must be in a possession of a South African valid driver’s license. Leadership, management and conflict resolutions skills. Communication skills (written & verbal), organizational, interpersonal and supervisory skills. Computer literacy and ability to work under pressure. Knowledge of PFMA, procurement procedures, Treasury Regulations, knowledge of the National policy pertaining to the conduct, administration and management of the National Senior Certificate examination and other examination related policies and other. Database management. Applicant must be able to work overtime.

DUTIES :
Render Administrative Support to the exams unit and examination centres. Administer the registration and conduct of the different examinations. Manage
filing, storing retrieval and distribution of examination related material of the district. 
Record and type minutes of meetings. Perform any other examination related duties as requested. Disseminate information to stakeholders. Coordinate reports of the unit. Supervise staff. Procurement of stationary for the unit.

ENQUIRIES : (JN) Ms Nelisiwe Mashazi Tel. No: 011 694 9403  
                     (JC) Mr Linda Mabutho Tel No: 011 983 2231

POST 04/123 : SENIOR PROVISIONING ADMIN OFFICER REF NO: SE2019/01/24
Sub Directorate: Finance and Administration 
Section: Office Service Pool

SALARY : R299 709 per annum (plus benefits)
CENTRE : Sedibeng East District
REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Finance or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of procurement directives (Supply chain management manual). Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy, SCON, SRM, SAP, and BAS. Computer literacy. Interpersonal, communication and supervisory skills. Applicant must be in a possession of a South African valid driver’s license.

DUTIES : Compile procurement plan. Assist with defining specifications for goods and services. Ensure quotations are sourced according to policy. Contact management and LSD reports. Vendor management. Ensure procurement is done according to SCM regulations. Release shopping carts on SRM, monitoring delivery of purchase orders. Assist with responses to audit queries from Head Office and Auditor General. Maintain asset register, quarterly stock taking and annual asset verification. Assist with transfers, bar coding and disposal of assets. PMDS and leave administration. Function as team leader by supervising responsibilities of lower levels. Advice on office administration matters. Provide training staff on procedures and processes. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly/monthly/quarterly reports). Give written feedback on queries (internal and external. Attend meetings. Perform Assistant Director duties and responsibilities when assigned to do so.

ENQUIRIES : Mr P Nkgage Tel No: (016) 440 1856 (SE)

POST 04/124 : SENIOR PROVISIONING ADMIN OFFICER (X4 POSTS)
Sub-Directorate: Provisioning and Administration 
Unit: Provisioning and Admin for Institutions

SALARY : R299 709 per annum (plus benefits)
CENTRE : Ekurhuleni North Ref No: EN2019/01/26 
                     Ekurhuleni South Ref No: ES2019/01/25
                     Johannesburg West Ref No: JW2019/01/18
                     Tshwane West Ref No: TW2019/01/38

DUTIES : Monitoring Of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services,
bail out etc. Monitor payment of services by Non-S21 schools and provide reports to ASD and HO. Receive invoices from municipalities/Head Office for Non-S21 schools and monitor payment by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non Section 21 functions. Facilitate of schools on Financial Management and Procurement procedures and policies. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Ensure the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. 4 Forward applications to Head Office for approval. Inform the school of per letter on the outcome of the application submission. PMDS and Leave Administration. Function as team leader by supervising general clerical responsibilities of lower levels. Advice on office administration matters. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Directors duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers on the functionality of the schools within their Circuits. Other admin duties (Filing, reports, etc.). Compiling weekly reports. Monitor filing of expenditure report. Monitor filing of reconcilement report. Monitor filing of remittance advice. Monitor filing of weekly reports.

ENQUIRIES : Ms Emily Mochela Tel No: (011) 746 8190 (EN)
Mr Xolani Kheswa Tel No: (011) 389 6062 (ES)
Mr Lizwe Jafta Tel No: 061 483 3054 (JW)
Ms. Priscilla Ravele Tel No: (012) 725 1451 (TW)

POST 04/125 : SENIOR PERSONNEL PRACTITIONER (EAP/HIV) REF NO: ES2019/01/27
Sub-Directorate: Transversal Human Resource Services

SALARY : R299 709 per annum (plus benefits)
CENTRE : Ekurhuleni South District
REQUIREMENTS : An appropriate recognized 3-year tertiary qualification in Social Work / Psychology with 3 years’ relevant experience in EAP/HIV environment. Knowledge of policies on EAP and HIV/AIDS and applicable legislative frameworks within the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative analytical and organizational Skills. Supervisory skills and Computer literacy. Ability to work in a team and under pressure. Applicant must be in a possession of a South African valid driver’s license.

DUTIES : Coordinate and provide employee health and wellness services i.e. conduct campaigns, organise interaction sessions provide first line counselling and coordinate the EAP, etc. Plan, coordinate and facilitate implementation of EHW framework as per Public Service strategic framework. Identify, report and provide information on Employee Health and Wellness, HIV/AIDS. Implement and monitor the Occupational Health and Safety programs in line with the applicable act and safety policies and practices in the Department. Conduct risk assessments to minimise and prevent occupational health and safety dangers in the workplace. Identify reports and provide information on Employee Health and Wellness, HIV/AIDS. Liaise with relevant organisations/stakeholders on issues relating to Employee Health and Wellness, HIV/AIDS as well as on issue of Occupational Health and Safety.

ENQUIRIES : Mr X Kheswa Tel No: (011) 389 6062
POST 04/126  :  SENIOR ADMIN OFFICER: TRANSPORT AND NUTRITION (X2 POSTS)
Sub-Directorate: Education Support

SALARY  :  R299 709 per annum (plus benefits)
CENTRE  :  Ekurhuleni North Ref No: EN2019/01/29
            Gauteng West Ref No: GW2019/01/35
REQUIREMENTS  :  An appropriate relevant 3- year relevant qualification (National Diploma/Degree) with minimum of 3 years’ experience in Nutrition and Transport and/or grade 12 plus 10 years’ relevant experience. Have an understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; knowledge of relevant policies and regulations; knowledge of project and financial management; a valid driver’s license is a prerequisite. The incumbent should have the following skills and attributes: good supervisory skills, report writing, communication good interpersonal relations and the ability to perform under pressure; problem-solving skills; administrative skills; facilitation skills; and interpersonal skills; Computer knowledge of Microsoft Word, Excel, Outlook, and Power Point.

DUTIES  :  Conduct monitoring and support visits to schools; Compile reports on monitoring and workshops; Coordinate and support capacity building workshops and trainings for all relevant stakeholders; Assist with day-to-day administrative duties of the sub directorate; Ensure NSNP and Learner Transport compliance with all relevant regulations and policies; Ensure filling od documents in line with file plan. Maintain database for NSNP and learner transport Conduct workshops in districts to improve management of the programmes; Provide logistical support for workshops, meetings and correspondence to provinces; Compile submissions, reports and memos. Verify correctness of information/data submitted by schools.

ENQUIRIES  :  Ms E Mochela (EN) Tel No: 011) 746 8190
            Ms. Louisa Dhlamini (GW) Tel No: (011) 660 4581

POST 04/127  :  SENIOR ADMIN OFFICER REF NO: GN2019/01/36
Sub-Directorate: Provisioning and Administration

SALARY  :  R299 709 per annum (plus benefits)
CENTRE  :  Gauteng North District

DUTIES  :  Bar-coding of newly acquired District Assets. Recording of Assets on the asset register. Allocate assets to District members. Complete data invoices and forward to Head Office for updating on asset register. Monitor movement of assets by completing transfer forms. Administer requisitions for school furniture. Do stocktaking at school when requested. Ensure completion and submission of burglary forms. Safekeeping of district audio-visual equipment. Keep record of all equipment borrowed from the safe. Contracting and evaluating, unit members. Develop programs for underperforming unit staff all administrative unit head functions.

ENQUIRIES  :  GN District: Mr. L.A. Phaswana Tel No: (012) 846 3641

POST 04/128  :  PERSONAL ASSISTANT (X7 POSTS)
Chief Directorate: DOM (Ekurhuleni Region) Ref No: HO2019/01/39
Chief Directorate: Communication: Ref No: HO2019/01/40
Office of CEO: GCRA: Ref No: HO2019/01/41
Office of DDG: Corporate Management: Ref No: HO2019/01/42
Directorate: Recruitment and Selection: Ref No: HO2019/01/43
Directorate: School Nutrition: Ref No: HO2019/01/44
Directorate: Dispute Management: Ref No: HO2019/01/45


### Directorate: Information Technology Systems

**Ref No**: HO2019/01/64

| **SALARY** | R242 475 per annum (plus benefits) |
| **CENTRE** | Head Office |

| **REQUIREMENTS** | Grade 12 certificate plus 2-3 years relevant experience. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed. |

| **DUTIES** | Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management. |

| **ENQUIRIES** | Ms. Ntombi Gashe Tel No: (011) 355 0009 |

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**POST 04/129**: PERSONAL ASSISTANT (X3 POSTS)

Office of the District Director

| **SALARY** | R242 475 per annum (plus benefits) |
| **CENTRE** | Gauteng West: Ref No: GW2019/01/46  
Sedibeng East: Ref No: SE2019/01/47  
Johannesburg East Ref No: JE2019/01/70 |

| **REQUIREMENTS** | Grade 12 certificate plus 2-3 years’ relevant experience. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed. |

| **DUTIES** | Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management. |

| **ENQUIRIES** | Ms. Louisa Dhlamini Tel No: (011) 660 4581 (GW District)  
Mr. Peter Nkgage Tel No: 016 440 1856 (SE District)  
Ms. Elizabeth Moloko Tel No: (011) 666 9109 (JE District) |

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**POST 04/130**: PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING (JOHANNESBURG CLUSTER) REF NO: HO2019/01/48

Directorate: Recruitment & Selection

| **SALARY** | R242 475 per annum (plus benefits) |
| **CENTRE** | Head Office |

| **REQUIREMENTS** | An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 2 years’ relevant experience in the HR working environment and/ or Grade 12 plus 10 years’ relevant experience in the HR working environment. Knowledge of Recruitment, Knowledge of Public Service Act. Able to work under pressure. Self-discipline and Confidentiality as the values/attributes required. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, |
etc.). Sound organisational skills. Ability to work in a team and independently. A valid driver’s license is essential.

**DUTIES**: Provide administrative services in the transfer of officials, re-employment of educators and files for recommendation for appointments. Provide administrative services, in the redeployment and absorption of staff within and additional to the establishment, as well as the in the placement of bursary holders. Assist in monitoring placed and unplaced graduates for Funza Lushaka. Provide support in the collation and compilation of reports e.g. progress/weekly/monthly reports, etc. Assist in monitoring the utilisation of all posts as per allocated post establishment and provide reports. Provide support in monitoring vacancy rate and conducting human resource trend analysis into recruitment and selection patterns. Maintain an up to date databases for response handling, recruitment and selection appointments, movements, placements and retention of staff. Respond to enquiries received from internal and external stakeholders. Assist in the compilation and forwarding of submissions to HOD/MEC or as per approved delegations. Assist in coordination and publication of vacancy lists and the advertisement of departmental vacancies.

**ENQUIRIES**: Ms Tialeng Ngubeni Tel No: 011 355 0009

**POST 04/131**: PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING (HEAD OFFICE) REF NO: HO2019/01/49
Directorate: Recruitment & Selection

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

**CENTRE**: Head Office

**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 2 years’ relevant experience in the HR working environment and/or Grade 12 plus 10 years’ relevant experience in the HR working environment. Knowledge of Recruitment, Knowledge of Public Service Act. Able to work under pressure. Self-discipline and Confidentiality as the values/attributes required. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, etc.). Sound organisational skills. Ability to work in a team and independently. A valid driver’s license is essential.

**DUTIES**: To provide effective and efficient recruitment. Assist in the implementation of the GDE’s recruitment, selection, retention and placement strategies. Assist in the provisioning of administration services for all response handling, recruitment, selection, appointments, transfers, placement and retention of staff. Provide support in the monitoring, evaluation and reporting of recruitment, selection, retention and placement outputs. Assist in advising various stakeholders on matters related to response handling, recruitment, selection, appointments, movements, placement and retention of staff. Facilitate compliance, background and reference checks.

**ENQUIRIES**: Ms. Ntombi Gashe Tel No: (011) 355 0009

**POST 04/132**: PRINCIPAL PERSONNEL OFFICER REF NO: HO2019/01/50
Directorate: HRTS
Sub Directorate: Strategic Operations Support

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

**CENTRE**: Head Office

**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 2 years’ relevant experience in the HR working environment and/or Grade 12 plus 10 years’ relevant experience in the HR working environment. Knowledge of PERSAL and SAP. Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours. A valid driver’s license is essential.
**DUTIES**: Verify the correctness of post on Persal and SAP. Audit SAP ESS Leave credits, reporting lines and SAP Positions. Managing of SAP to Persal interface linkage reports, verification of calculations from District Office and Head Office. Establish control and monitoring mechanism to ensure efficient and effective implementation of post establishment on PERSAL and SAP. Generate and analyze reports with regards to special THRS projects. Implement all Departmental Transversal HR policies, strategies and procedures to ensure adherence by the Departmental personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, approve and coordinate the work activities of subordinates.

**ENQUIRIES**: Mr. V Poopa: Tel No: 011 843 6036/ 060 997 2729

**POST 04/133**: **PRINCIPAL PERSONNEL OFFICER REF NO: HO2019/01/51 (X2 POSTS)**
Directorate: HRTS
Sub Directorate: Establishment Control and Compensations

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

**CENTRE**: Head Office

**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 2 years’ relevant experience in the HR working environment and/ or Grade 12 plus 10 years’ relevant experience in establishment administration. Knowledge of PERSAL. Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours. A valid driver’s license is essential.

**DUTIES**: To effectively implement and administer organization and post establishment administration services. Verify the correctness of post establishment changes request. Establish control and monitoring mechanism to ensure efficient and effective implementation of post establishment. Generate and analyze reports with regards to special THRS projects. Implement all Departmental Transversal HR policies, strategies and procedures to ensure adherence by the Departmental personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, approve and coordinate the work activities of subordinates.

**ENQUIRIES**: Mr. L Banda Tel No: 011 843 6567/ 071 474 6176

**POST 04/134**: **PRINCIPAL PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) REF NO: HO2019/01/52 (X3 POSTS)**
Directorate: HRTS
Sub Directorate: PILIR

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

**CENTRE**: Head Office

**REQUIREMENTS**: An appropriate Tertiary or equivalent qualification (NQF L6) in Human Resource Management plus 1-3 years HR experience. or Senior Certificate PLUS 3-5 years’ experience. Must have a valid driving licence (code B/C1) Must have knowledge of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) and PERSAL. Computer literacy in MS Excel; MS Word; MS Access and MS Outlook. Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours. A valid driver’s license is essential.

**DUTIES**: To ensure the effective and efficient management of PILIR. Oversee and management of Level 5 employees (PMDS, leave, conflict, resources; etc.) and their day-to-day functions. Monitor and update the tracking grid. Provide support to the Districts and Head Office. Visit to the clients and District offices to provide support. Must be able to facilitate PILIR training. Must be able to take minutes.
Quality assure all PILIR applications/outcome letters. Compile weekly, monthly, quarterly and annual reports with strict adherence to time frames. Generate submissions/memo. Must attend to all PILIR queries.

ENQUIRIES : Ms Doris Malefo Tel No: 082 820 6425

POST 04/135 : SENIOR LIBRARIAN_REF NO: ES2019/01/53
Sub-Directorate: Learning and Teaching Support Material

SALARY : R242 475 per annum (plus benefits)
CENTRE : Ekurhuleni South District
REQUIREMENTS : A Bachelor’s degree or National Diploma in Library and Information Science and 3 years’ experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computers skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver's license.


ENQUIRIES : Mr. Xolani Kheswa Tel No: (011) 389 6034

POST 04/136 : CHIEF PROVISIONING ADMIN CLERK REF NO: ES2019/01/54
Sub-Directorate: Provisioning & Administration

SALARY : R242 475 per annum (plus benefits)
CENTRE : Ekurhuleni South District

DUTIES : Monitoring of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to ASD and HO. Receive invoices from municipalities/Head Office for Non-S21 schools and monitor payment by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non Section 21 functions. Facilitate of schools on Financial Management and Procurement procedures and policies. Ensure financial inspection is done at schools to ensure
compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Ensure the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform the school of per letter on the outcome of the application submission. PMDS and Leave Administration. Function as team leader by supervising general clerical responsibilities of lower levels. Advice on office administration matters. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Provide management information (weekly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Directors duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers on the functionality of the schools within their Circuits. Other admin duties (Filling, reports, etc.).

ENQUIRIES: Mr X Kheswa Tel No: 011 389 6062

POST 04/137: CHIEF REGISTRY CLERK (X2 POSTS)
Sub Directorate: Finance & Administration
Section: Office Service Pool

SALARY: R242 475 per annum (plus benefits)
CENTRE: Gauteng East Ref No: GE2019/01/57
Gauteng West Ref No: GW2019/01/37

REQUIREMENTS: An appropriate recognized 3-year relevant qualification (National Diploma/Degree) with minimum of 2 years’ relevant experience and/or Grade 12 plus 10 years’ relevant experience. Experience in Records Management will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. Applicant must be in a possession of a South African valid driver’s license.

DUTIES: Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

ENQUIRIES: Mr Mpho Leotlela Tel No: (011) 736-0716 (GE)
Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW)

POST 04/138: PRINCIPAL PERSONNEL OFFICER- CONDITIONS OF SERVICE (X2 POSTS)
Sub Directorate: Transversal Human Resource Services

SALARY: R242 475 per annum (plus benefits)
CENTRE: Johannesburg Central Ref No: JC2019/01/58
Johannesburg South Ref No: JS2019/01/59
Sedibeng West Ref No: SW2019/01/55

REQUIREMENTS: An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 2 years’ relevant experience in the HR working environment and/or Grade 12 plus 10 years’ relevant experience in the HR working environment. Experience should include conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge
and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use of PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. Applicant must be in a possession of a South African valid driver’s license.

**DUTIES**: Responsible for supervision of Condition of Service functions: appointments, promotions, transfers, termination of services, payment of pension benefits, recognition of qualification, leave, etc. Revise and approve transactions on PERSAL. Compile submissions. Manage projects as identified. Supervise performance management and training of subordinate(s) to ensure a high level of service delivery to line functionaries and clients. Provide advice on conditions of service related matters. Prepare and provide statistics and compile reports. Ensure adherence to effective implementation of HR Policies, Regulations and Acts.

**ENQUIRIES**:
- **(JC)** Mr Linda Mabutho Tel No: (011) 983 2231
- **(JS)** Mr Patrick Sesane Tel No: (011) 247 5944
- **(SW)** Ms B Mlotshwa Tel No: (016) 694 9207

**POST 04/139**: CHIEF TYPIST REF NO: JN2019/01/60

Sub Directorate: Finance & Administration
Unit: Office Service Pool

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

**CENTRE**: Johannesburg North District

**REQUIREMENTS**: An appropriate recognized 3-year relevant qualification (National Diploma/Degree) with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of Computer literate (MS Word, Excel, PowerPoint). Good organizational and communication skills. Able to work under pressure. Ensure equal workload between typist. Ensure effective utilization of equipment. Up keeping stock levels of stationery.


**ENQUIRIES**: Ms Nelisiwe Mashazi Tel No: 011 694 9403

**POST 04/140**: CHIEF ADMIN CLERK REF NO: HO2019/01/61

Chief Directorate: Legal Services & Dispute Management

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

**CENTRE**: Head Office

**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/Degree in office administration or relevant 3-year qualification with minimum of 2 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Functional PC skills in MS office Suite, including Word, Excel, PowerPoint and Outlook. Excellent written oral communication. Effective administrative, organisational, communication and multtasking skills. Assertive, trustworthy and professional with integrity. A motivated, self-driven, results and project orientated individual with initiative and commitment to transformation. Ability to work independently and as part of a team. Work beyond normal working hours. Ability to work under sustained pressure and deliver satisfactory results. Ability to maintain high levels of confidentiality and interact with people at various levels. A valid driver’s license is essential.

**DUTIES**: Coordinate the directorate activities and reports. Draft routine correspondence submission. Arrange meetings, workshops and appointments and provide administrative support. Take notes, keep minutes of the meetings and making follow ups on decisions taken during meetings, and ensure that reports are received and send out on time. Coordinate and compile annual, monthly and quarterly reports for the effective monitoring and tracking of activities within the director’s office. Assist in overseeing general office management and supervise the office service pool including preparing Performance Appraisals forms, job descriptions and submit Appraisals.

**ENQUIRIES**: Ms. Jackie Manyapye Tel No: (011) 355 0505
**POST 04/141**: CHIEF ADMIN CLERK REF NO: JC2019/01/65
Sub Directorate: Finance & Administration

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

**CENTRE**: Johannesburg Central District

**REQUIREMENTS**: A grade 12 certificate plus 2 -3 years’ relevant experience in office administration. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.

**DUTIES**: Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

**ENQUIRIES**: Mr Linda Mabutho Tel No: 011 983 2231

**POST 04/142**: CHIEF ADMIN CLERK: (SECRETARY) REF NO: GN2019/01/66
Sub- Directorate: Education Support

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

**CENTRE**: Gauteng North District

**REQUIREMENTS**: Grade 12 plus 2 -3 years’ relevant experience. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

**DUTIES**: Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

**ENQUIRIES**: Mr. L.A. Phaswana Tel No: (012) 846 3641

**POST 04/143**: CHIEF ADMIN CLERK (SECRETARY) REF NO: GN2019/01/67
Sub- Directorate: Curriculum Management & Delivery

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

**CENTRE**: Gauteng North District

**REQUIREMENTS**: Grade 12 plus 2 -3 years’ relevant experience. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

**DUTIES**: Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic
enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

ENQUIRIES
GN District: Mr. L.A. Phaswana Tel No: (012) 846 3641

POST 04/144

CHIEF ACCOUNTING CLERK (X2 POSTS)
Sub Directorate: Finance & Administration
Unit: Finance and Procurement

SALARY
R242 475 per annum (plus benefits)

CENTRE
Tswane West Ref No: TW2019/01/68
Gauteng East Ref No: GE2019/01/56

REQUIREMENTS
An appropriate recognized 3-year relevant qualification (National Diploma/Degree) with minimum of 2 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver’s license.

DUTIES
Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation of payrolls against PERSA. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. PMDS and Leave Administration. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly, monthly and quarterly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Director duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers and Sub-Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.

ENQUIRIES
Ms. Priscilla Ravele Tel No: (012) 725 1451 (TW)
Mr. Mpho Leotlela Tel No: (011) 736 0717 (GE)

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

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

CLOSING DATE
01 March 2019, 12H00. No late applications will be considered.

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

**MANAGEMENT ECHELON**

**POST 04/145**

**DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/003601**

Directorate: Management Accounting

Re-Advert (people who applied previously are encouraged to apply)

**SALARY**

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

**CENTRE**

Johannesburg (Head Office)

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

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

**OTHER POST**

**POST 04/146**

**CHIEF CONSTRUCTION PROJECT MANAGER REF NO: REFS/003601 (X2 POSTS)**

Directorate: Johannesburg Region

**SALARY**

R989 977 - R1 536 471 per annum (all-inclusive package). Salary will depend on the experience of the successful candidate

**CENTRE**

Johannesburg

DUTIES: Facilitate, coordinate and monitor the implementation of Human Settlements programmes in the Johannesburg Region. Be involved in project management processes applied by Management, PRTs and municipalities to ensure the delivery of quality housing products and services within the approved budget. Manage and implement projects. Manage staff. Monitor and control budgets (compile a detailed housing delivery project budget and cash flow projections for each project). Monitor and expedite effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, including national, provincial and departmental policies and other relevant legislation.

ENQUIRIES: Ms Xoliswa Mkhalali Tel No: (011) 630 5002/5093

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

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

CLOSING DATE: 15 February 2019

NOTE: Applications must be submitted on a Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached, 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/YYYY) 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(s). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Please use Circular post number as a reference number.
OTHER POSTS

POST 04/147 : DEPUTY DIRECTOR: LOCAL GOVERNANCE RESOURCE MANAGEMENT
Directorate: Municipal Financial Governance
Re-advertisement: This position was previously advertised circular 45 dated 10 November 2007 post 45/86. Those who applied previously are encouraged to re-apply.

SALARY : R697 011 per annum, (All- inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 Qualification in Public Finance/Financial Management/Financial Accounting/Management Accounting/Internal Auditing. 3 – 5 years’ junior management (Assistant Director) level experience in Local Government Finance. A valid drivers’ license is a must.

DUTIES : To monitor and support municipalities on In-Year-Monitoring reporting requirements, performance of revenue streams, expenditure performance and efficiency including data integrity within municipalities and coordinate implementation of the Local Government Finance Management Act and other legislations within Local Government sphere. Ensure monthly compliance by municipalities in submitting Monthly Budget Statements (MBS) and related documents, consolidate and submitting to National Treasury. Ensure that consolidated municipal MBS are published and submitted to MEC for Finance as legislated. Monitor the implementation of revenue, expenditure and cash management strategies by municipalities. Coordinate the implementation of Municipal Standard Chart of Account (mSCOA) with respect to Section 71 reporting. Manage the personnel, processes and other resources within the Sub-directorate.

ENQUIRIES : Ms Tshiamo Sokupha, Tel No: 011 227 - 9000
APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 04/148: MANAGER MEDICAL SERVICES: REF NO: ST10/2019 (X1 POST)
Component: Medical Management Services

SALARY: R1 115 874 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance

CENTRE: Stanger Hospital

REQUIREMENTS:
A tertiary qualification (MBCHB or equivalent), Plus proof of current registration as a Medical Practitioner, Plus full registration with the Health Professionals Council as a Medical Practitioner, Plus. A minimum of 8 years appropriate experience after registration with HPCSA as a Medical Practitioner of which 2 years must be in a Supervisory/Management capacity. Knowledge, Skills and Experience Required: Knowledge of current health and Public service legislation and policies. Sound clinical knowledge, experience in the respective disciplines. Excellent human relations, communication skills, leadership and team building skills. Ability to develop and monitor policies. Computer Literacy. Sound negotiation, planning, organizing, decision making and conflict management skills. Knowledge and experience in the District Health System.

DUTIES:
The incumbent of the post is to assist the Senior Manager: Medical Services in the following areas; Develop and managing a system for dealing with medico legal claims. Ensure the provision of protocols and guidelines to the Medical and Allied Professions team. Formulate policies and procedures for clinical services and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all Custer Managers, Clinical Heads, Clinical Managers, Pharmacy, Allied Health professionals and all staff under their supervision. Conduct service assessment and implement quality improvement programmes. Lead Clinical Governance functions within the Institution. Liaise with other stakeholders within and outside Department of Health such as Chief Specialists, other Hospital Management teams, the District Office and Medical School in medical and management issues. Ensure optimal use of resources, both human resources and financial resources. Ensure continuous monitoring of morbidity and mortality through clinical audits. Ensure that cost-effective service delivery is maintained within the hospital procedures and policies. Develop Integrated Primary Health Care support and outreach services in Kwa-Dukuza Sub District. Improve Clinical Quality and Patient Satisfaction. Establish multi-disciplinary teams and improve competencies of Health Care Workers. Participate in Senior Management and Strategic activities. Perform compulsory commuted overtime in line with hospital needs.

ENQUIRIES:
Dr G Lopez (Senior Manager: Medical Services) Tel No: 032 437 6001

APPLICATIONS:
Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag x10609, Stanger 4450

FOR ATTENTION:
Mr. S. Govender

NOTE:
The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. 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 10/2019 .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. Current community service officers are welcome to apply.

CLOSING DATE : 15 February 2019
POST 04/149 : ASSISTANT MANAGER: MEDICAL SERVICES REF NO: NCHC01/2019 (X1 POST)

SALARY : Grade1: R1 115 874 per annum, Plus other benefits: 18% Inhospitable Allowance
CENTRE : Department Of Health – Newtown Community Health Centre
REQUIREMENTS : MBCHB qualification or equivalent qualification, PLUS. Current registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of five (5) years experience in a Health Institution or Primary Health Care environment. Unendorsed valid Code B drivers licence (Code 8). Certificate of Service must be attached as Proof of experience.

DUTIES : Manages the rendering of Medical Services in the Community Health Centre in order to ensure that integrated and coordinated quality services are being provided to clients. Ensure that the environment complies with Medical & Safety Act and that staff adhere to safety precautions and their welfare is maintained to attain optimal productivity. Formulate policies and procedures for medical services and ensures that there is efficient and effective control of medical supplies, equipment and mixed stores. Identify the needs for training development for all medical personnel within the community Health Centre and ensures the implementation of In-service training programmes. Provide expert advice to management on issues relating to medical services. Provide supervision of Heads of Departments and junior medical practitioners. Formulate strategic plans in keeping with the requirement of the community Health Centre. Diagnose, evaluate and manage patient’s state of health. Ensure ongoing monitoring and evaluation of medical services. Participate in quality improvement programmes and research project. Assist the hospital to achieve the district level package of services. Formulate strategic plans in keeping with the requirements of the hospital. Drive the procurement process for medical equipment. Ensure after hours clinical participation ensuring 24 hour medical coverage. Support CHC services for the institutional catchment areas. Provide supervision to junior Doctors, community service and Sessional doctors. Exercise control over budget within the sphere of functioning and ensure that there is efficient and effective control of medical supplies, equipment and miscellaneous stores. Ensure compliance with leave policies. Participate in National Core Standards. Ensure implementation and functioning of clinical and therapeutic committees.

ENQUIRIES : Mrs Z.B Khumalo (Chief Executive Officer) Tel No: 031- 5109805/03
APPLICATIONS : Direct your application quoting the relevant reference number to: The Human Resources Manager, Newtown CHC, A 1345 King Bhekuzulu Road, Inanda, 4310 or be posted to: The Human Resources Manager Private Bag X039, Inanda, 4310.
FOR ATTENTION : Ms N.C Mbambo
NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained
from the NIA the following checks (security clearance, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE : 15 February 2019

POST 04/150 : MEDICAL SPECIALIST REF NO: MEDSPECANAESTH/1/2019 (X1 POST)

DEPARTMENT: Anaesthetics

SALARY : Grade 1: R1 051 368 per annum (all-inclusive Salary package) excluding commuted overtime

Grade 2: R1 202 112 per annum (all-inclusive salary package) excluding commuted overtime

Grade 3: R1 395 105 per annum (all-inclusive salary package) excluding commuted

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Current Registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. An interest in Pain Medicine and developing the Pain Services will be an advantage. Additional experience in providing a specialist service as an anaesthetist in the sub-specialty areas of anaesthesia such as neurosurgery, cardiac surgery, vascular, urogynaee or specialised surgery will be considered an advantage. Grade 1: requires appropriate qualification plus registration with the Health Professions Council of South Africa. Grade 2: requires appropriate qualification, registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Grade 3: overtime requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES : Assist the Anaesthetic head of department and heads of clinical units with effective overall management of the provision of Anaesthetic services based at IALCH. Assist the head of department and heads of clinical units with the monitoring of these services to identify needs and to advise as to the formulation and implementation of staffing and health care programmes in the areas related to Anaesthesia. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide a consultative service on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the prescribed limits. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Be part of the multi-disciplinary team when deemed necessary. Optimise delegated use of Human and other resources. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes.

ENQUIRIES : Dr Bechan Tel No: 031 240 1762 / 2450

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 : 22 February 2019

POST 04/151 : MEDICAL SPECIALIST REF NO: MEDEPSPECPaedHemONCO/1/2019 (X2 POSTS)
Department: Paediatric Medical (Haematology / Oncology)

SALARY : Grade 1: R1 051 368 per annum all-inclusive salary package (excluding commuted overtime).
Grade 2: R1 202 112 per annum all-inclusive salary package (excluding commuted overtime).
Grade 3: R1 395 105 per annum all-inclusive salary package (excluding commuted overtime).

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
MBChB or equivalent; Current registration with the HPCSA as a Specialist in Paediatrics. Grade 1: Experience: No Experience required. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Registration and experience in the Subspecialty Paediatric Haematology or Paediatric Oncology. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Registration and experience in the Subspecialty Paediatric Haematology or Paediatric Oncology. Knowledge, Skills Training and Competencies Required: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and postgraduates, Behavioral attributes: Stress tolerance, Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

DUTIES : The core function of this post is to facilitate the delivery of Paediatric Haematology and Oncology services for the hospital and province. The clinical service may include other selected subspecialty services. Service includes outpatient consultations and management of in-patient at IALCH. The duties will include training of registrars, undergraduate and postgraduate students. Duties also include participating in the Outreach programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD Paediatric Medical. The incumbent is expected to perform after hour’s calls and relief duties and be part of multi-disciplinary team when necessary.

ENQUIRIES : Dr R Thejpal Tel No: (031) 2401536; 0825624491
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**: 22 February 2019

**POST 04/152**

**PRINCIPAL NURSING COLLEGE (SINGLE NURSING CAMPUS) REF NO: MADNC1/2019 (X1 POST)**

Component: Madadeni Nursing Campus

Applicants who have previously applied for this post are advised to re-apply”.

**SALARY**: R902 550 – R1 015 842 per annum. The all-inclusive package consists of, 8% inhospitable allowance.

**CENTRE**: Madadeni Provincial Hospital

**REQUIREMENTS**: A Senior Certificate/Grade 12 PLUS; Current registration (2019) with SANC as a General Nurse, Midwife/Accoucher PLUS; Post -basic qualifications in Nursing Education and Nursing Administration/ Nursing Management/Health Service Management registered with the South African Nursing Council PLUS; In possession of an unendorsed valid RSA Drivers Licence PLUS; A minimum of 11 (eleven) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing PLUS; At least 7 (seven) years of the above period must be recognizable experience in Nursing Education after obtaining post basic qualification in Nursing Education of which three (3) years must be relevant management experience in a Nursing Education Institution. Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Recommendations: Masters' Degree in Nursing, Basic Computer Literacy (certificate required). Knowledge, Skills and Experience: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have excellent communication skills (written & verbal) and presentation skills. In depth knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict and decision making / problem solving skills, Willingness to travel. Good research and analytical skills Good managerial and interpersonal skills.

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

**ENQUIRIES**

Dr EN Hlongwa – Vice Principal: KZNCN College of Nursing Tel No: 033 264 7800

**APPLICATIONS**

applications must be forwarded to: The Registrar-Academic, Madadeni Nursing Campus, Private Bag X6642, Newcastle, 2940 OR Hand delivered HR Office No. 3, Madadeni Provincial Hospital.

**FOR ATTENTION**

Mr M.L. Sithole

**NOTE**: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must
notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MADNC 01/2019. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. Equity Target: African Male

CLOSING DATE: 15 February 2019

POST 04/153: CHIEF EXECUTIVE OFFICER: LEVEL 12: JOZINI COMMUNITY HEALTH CENTRE REF NO: G04/2019
Cluster: District Health Services
Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

SALARY: R826 053 per annum (Level 12) (An all Inclusive MMS Salary Package)
CENTRE: Jozini Community Health Centre
REQUIREMENTS:
A degree/advanced diploma in a health related field, registration with Relevant professional council; PLUS A degree/diploma in health management OR a degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES:
key performance areas: Strategic Planning: Prepare a strategic plan for the Community Health Centre to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Community Health Centre, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures
that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Community Health Centre. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

ENQUIRIES : Ms P M Themba Tel No: 035-5721327
APPLICATIONS : All applications should be forwarded to: The District Manager: Umkhanyakude District Office: KZN Department of Health, Private Bag X026, Jozini, 3969 or Hand delivered to: Jozini main Road, Opposite KFC
FOR ATTENTION : Mrs N Mduli
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE : 15 February 2019
POST 04/154 : CHIEF EXECUTIVE OFFICER: KWAMASHU COMMUNITY HEALTH CENTRE
REF NO: G05/2019
Cluster: District Health Services
Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the Institution within the legal and regulatory framework, to represent the Institution authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes

SALARY : R826 053 per annum (Level 12) (An all Inclusive MMS Salary Package)
CENTRE : Kwamashu Community Health Centre
REQUIREMENTS : A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR a degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s licence (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge:
Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES**

Strategic Planning: Prepare a strategic plan for the Community Health Centre to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Community Health Centre, ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Community Health Centre. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

**ENQUIRIES**

Mrs P Msimango Tel No: 031- 240 5308

**APPLICATIONS**

All applications should be forwarded to: The District Chief Director: EThekwini District Office: KZN Department of Health, Private Bag X54318, Durban, 4000 OR Hand delivered to: Highway House 83 Jan Smuts Highway Mayville.

**FOR ATTENTION**

Mr R Duki

**NOTE**

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

**CLOSING DATE**

15 February 2019
POST 04/155: MEDICAL OFFICER GRADE (01/02/03) REF NO: GAM CHC 07/2019

**SALARY**
- Grade 1: R780 612 per annum
- Grade 2: R892 551 per annum
- Grade 3: R1 035 831 per annum
- Other Benefit(s): commuted overtime

**CENTRE**
- Ugu Health District: Gamalakhe CHC

**REQUIREMENTS**
- **Grade 1:** Matric/Grade 12 Certificate. MBCHB Degree or equivalent qualification. Proof of current registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2019). Registration Certificate with HPCSA as a Medical Practitioner.
- **Grade 2:** Matric/Grade 12 Certificate. MBCHB Degree or equivalent qualification. Proof of current registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2019). Registration Certificate with HPCSA as a Medical Practitioner. Five (5) years’ work experience after registration with HPCSA as a Medical Practitioner. Six (6) years’ work experience after registration with HPCSA as a Medical Practitioner if foreign qualified and not required to do Community Service. NB: Proof of work experience and/or certificates of service.
- **Grade 3:** Matric/Grade 12 Certificate. MBCHB Degree or equivalent qualification. Proof of current registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2019). Registration Certificate with HPCSA as a Medical Practitioner. Ten (10) years’ work experience after registration with HPCSA as a Medical Practitioner. Eleven (11) years’ work experience after registration with HPCSA as a Medical Practitioner if foreign qualified and not required to do Community Service. NB: Proof of work experience and/or certificates of service.

**DUTIES**
- Render medical services at the section allocated to provide such services. Provide clinical skills in general OPD, Paediatrics, HIV/AIDS/TB, obstetrics and Gynaecology, and surgery at CHC level. Provide quality care; assist team members with quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines and policies as per specialty and/or disease profile. Ensure patient satisfaction by participating in patient experience of care surveys. Provide training to medical Community Service Officers and other junior employees. Maintain and continuously improve professional and ethical standards. Instill confidence in the public service through demonstrating a professional behavior. Participate in after-hours work. Provide clinical services i.e. examinations, investigations, diagnostic and oversee the holistic treatment of patients. Conduct orientation and induction programs for junior employees. Provide medical services to satellite clinics.

**ENQUIRIES**
- Dr. J.M.M.M. Kayembe 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**
- 15 February 2019

POST 04/156: MEDICAL OFFICER REF NO: ST 11/2019 (X1 POST)

Component: Internal Medicine

**SALARY**
- Grade 1: R780 612 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance
- Grade 2: R892 551 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
- Grade 3: R1 035 831 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
CENTRE: Stanger Hospital

REQUIREMENTS:

**Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner.

**Grade 2:** A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner.

**Grade 3:** A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner.

Knowledge, Skills and Experience Required:
- Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention.
- Sound clinical knowledge in General medicine including management of acute and chronic medical conditions.
- Good interpersonal and supervisory skills.
- Ability to work in challenging environment.
- Sound assessment, diagnostic and management skills.
- Knowledge and skills in Emergency care.
- ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended.
- Recommendation: ACLS certification.

Knowledge, Skills and Experience Required:
- Sound medical knowledge in Internal Medicine and experience and ability in dealing with chronic, Subacute and Acute Medical condition.
- Working knowledge of medical protocols, health policies, acts and regulations.
- Ability to work in a multi-disciplinary team setting.
- Ability to perform procedures.
- Ability to resuscitate patients.
- Excellent communication skills.
- Ability to work and maintain meaningful relationships with a diverse community.
- Resilience and ability to cope with change.
- Ability to make difference.
- Ability to work in a challenging environment.

DUTIES:
- Clinical duties as per hospital/ departmental requirements, including commuted overtime.
- Provision of quality of care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical patient guidelines, policies.
- Patient Satisfaction, patient satisfaction surveys, reducing waiting times, identifying, meeting and surpassing patient’s expectations.
- Conduct research.
- Maintain and continuously improve professional and ethical standards.
- Active participation in academic activities.
- Outreach programmes.
- To provide training for nurses, junior staff, interns and medical students.
- Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

ENQUIRIES:
Dr B Ramjiwan (Head of Department) Tel No: 032- 437 6263

APPLICATIONS:
Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450

FOR ATTENTION: Mr. S. Govender

NOTE:
The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. 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 11/2019. 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.

Current Community service Medical Officers are welcome to apply.

CLOSING DATE: 22 February 2019
POST 04/157

MEDICAL OFFICER REF NO: ST 12/2019 (X1 POST)
Component: Family Medicine

SALARY
Grade 1: R780 612 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance
Grade 2: R892 551 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
Grade 3: R1 035 831 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance

CENTRE
Stanger Hospital

REQUIREMENTS
Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner.
Grade 2: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Experience Required: A sound knowledge and clinical skills associated with practice of Family Medicine and Emergency Medicine, at Primary Health Care, district and regional level. Sound teaching and supervisory abilities. The ability to function as part of a multidisciplinary team. Good communication and interpersonal skills.

DUTIES
Provision of high quality comprehensive Clinical services in adults and children at PHC, District and Regional levels of care. Participate in outreach services and visit clinics within the KwaDukuza Sub-District. Facilitation of staff training and ongoing medical education. Assist in supervision and mentoring of junior staff. Support all developments and QIP for Stanger Hospital and KwaDukuza Sub-District. Assist managers and Head of Department with the effective running and co-ordination of all Facets of Department of Family Medicine, i.e.: PHC, Crisis Centre, Occupational Health, and other relevant areas as well as priority health programs (HIV/TB/STIs, MCWH). Assist with quality improvement programmes, meetings and clinical audits. Assist with multidisciplinary communication to ensure continuum of care. To provide training to nurses, junior staff, interns and medical students. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

ENQUIRIES
Dr NV Lutchminarain (Head of Department) Tel No: 032- 437 6125

APPLICATIONS
Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450

FOR ATTENTION
Mr. S. Govender

NOTE
The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. 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 11/2019 .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. Current Community service Medical Officers are welcome to apply.

CLOSING DATE
22 February 2019
POST 04/158 : MEDICAL OFFICER (ARV) REF NO: NCHC 02/2019 (X1 POST)

SALARY : Grade 1: R780 612 – R840 942 per annum
         : Grade 2: R892 551 – R975 945 per annum
         : Grade 3: R1 035 831 – R1 295 025 per annum
         : Plus other benefits: 13th cheque, Medical Aid (Optional), Home owner’s allowances (employee must meet prescribed requirements).

CENTRE : Newtown CHC

REQUIREMENTS : MBCHB Degree or Equivalent qualification. Registration with the Health professional Council of South Africa as a Medical Officer (HPCSA), Certificate of Service must be attached as the Proof of Experience.

DUTIES : Provision of quality patient centred care for all patients. Maintenance and continuous improvement of professional and ethical standards. Provide ongoing medical management of patients with acute chronic conditions. Handle disability grants assessments. Maintain accurate health records in accordance with Legal Ethical consideration. Provide medicine related information to clinical staff as may be required. Train and guide junior staff and other health associated Professionals. Support continuous Professional Development by information seminars and scheduling external meeting. Provide preventive health interventions and measures to promote health care. Provide and manage antiretroviral treatment for both adult and children. Participate in communicable Health disease programs and ensure that relevant patients’ statistics are maintained to facilitate proper decision making. Conduct Orientation and induction programs for junior colleagues and Community service Medical Practitioners. Conduct Patient Satisfaction surveys and ensure that mechanism aiming at reducing waiting times is in place. Diagnose, evaluate and manage patient’s state of health. Perform Surgical, obstetrics and gynaecological procedures.

ENQUIRIES : Dr S.C.V Mncwango Tel No: 031 510 9800/16

APPLICATIONS : Direct your application quoting the relevant reference number to: The Human Resource Department, A1345 King Bhekuzulu Road, Inanda 4310, or be posted to: The Human Resource Department, Private Bag X 039, Inanda, 4310.

FOR ATTENTION : Ms NC Mbambo

NOTE : Application for employment form (Z83), which is obtainable at any Government Department or the website - www.Kznhealth.gov.za. Certified copies of ID document, highest education qualification and registration certificate plus proof of current registration, (Not copies of certified copies) and Curriculum Vitae. Faxed and emailed application will not be accepted. NB: Failure to comply with the above instruction will disqualify applicants. Any appointment is subject to positive outcome from the following verification: (Security Clearance, Qualification, Citizenship). Previous employment experience. Please note that due to the number of applicants anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of the advertisement, please accept that your application was unsuccessful. This Department is an equal opportunity, affirmative employer, whose is aim to promote representatives in all levels of all occupational categories in the Department. Due to financial constraints, No s & T claims will be processed. Person with disabilities should feel free to apply for the post.

CLOSING DATE : 15 February 2019

POST 04/159 : MEDICAL OFFICER GRADE 1/2/3 REF NO: HRM 03/2019 (X2 POSTS)

Directorate: Dept of Obstetrics & Gynaecology

SALARY : Grade 1: R780 612 – R840 942 per annum (All inclusive salary 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)

CENTRE : King Edward VIII Hospital (KEH)

REQUIREMENTS : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). Compulsory Overtime: Commuted overtime is compulsory for these posts. Grade 1: None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. Grade 2: 5 years to less than 10
years experience after registration with the HPCSA as an Independent Medical Practitioner. **Grade 3:** 10 or more actual experience after registration with the HPCSA as an Independent Medical Practitioner. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Good decision making, problem solving, leadership and mentoring skills, sound clinical knowledge within the discipline, knowledge of ethical medical practices, ability to assess, diagnose and manage patient, ability to deal with all Obstetrics and Gynecological Emergencies, good communication skills, computer skills, service delivery orientated, policy development.

**DUTIES:**
Key Performance Areas: Diagnose and evaluate patients state of health, ability to perform caesarian sections, evacuation, incision and drainage of abscesses etc., prescribe and utilize medicine, medical equipment, verbal therapy, etc., provide good obstetric care to all pregnant patients, deal with emotional, social and physical aspects of disease for patients and their relatives, work with clinical care units, maintain medical records, train medical interns and other junior personnel, performance of after-hours duties is a requirement, assist in departmental statistics collection.

**ENQUIRIES:**
Dr. S. Ramji Tel No: 031 360 3854

**APPLICATIONS:**
All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

**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. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE:**
15 February 2019

**POST 04/160**
**MEDICAL OFFICER GRADE 1/2/3 REF NO: HRM 04/2018 (X1 POST)**
Directorate: Dept of Medicine

**SALARY**
Grade 1: R780 612 – R840 942 per annum (All inclusive salary 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)

**CENTRE**
King Edward VIII Hospital (KEH)

**REQUIREMENTS**
MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). Compulsory Overtime: Commuted overtime is compulsory for these posts. **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **Grade 2:** 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner. **Grade 3:** 10 or more actual experience after registration with the HPCSA as an Independent Medical Practitioner. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Good decision making, problem solving, leadership and mentoring skills, sound medical ethics
skills, good communication skills, computer skills, service delivery orientated, policy development.

**DUTIES**

Key Performance Areas: Daily ward rounds at Haemodialysis unit at St. Aidans Hospital, to assist in Acute Medical Unit (AMU), to efficiently execute duties which support the aims and objectives of Department of Medicine in providing care for inpatients and outpatients in the Department of General Medicine, to supervise the training of interns, and undergraduate medical students in Medicine, to participate in and contribute to the research and outreach activities of the Department of Medicine, attain competency in recognizing and managing common medical disorders, manage inpatients and outpatients, follow-up-clinic including MOPD, Medical Emergency Unit and Antiretroviral clinic, discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care, function independently to manage medical emergencies, attain competency in performing invasive procedures, counselling of patients and family members, provide community orientated clinical service and support primary health care service, liaise and consult with other disciplines e.g. Surgery, Obstetrics and Gynaecology, etc., attain, knowledge of rational drug treatment, participate in quality improvement programs, clinical audits, peer review meetings and policy development, attendance, participation and presentation in academic program of the department, function as a member of a multi-disciplinary team including nursing staff and allied disciplines, candidate must be prepared to perform after hour duties (commuted overtime).

**ENQUIRIES**

Dr. S. Ramji Tel No: 031 360 3854

**APPLICATIONS**

All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

**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 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. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**

15 February 2019

**POST 04/161**

**MEDICAL OFFICER GRADE 1/2/3 REF NO: HRM 05/2018 (X1 POST)**

Directorate: Dept of Surgery

**SALARY**

Grade 1: R780 612 – R840 942 per annum (All inclusive salary 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)

**CENTRE**

King Edward VIII Hospital (KEH)

**REQUIREMENTS**

MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **Grade 2:** 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner. **Grade 3:** 10 or more actual experience after registration with the
HPCSA as an Independent Medical practitioner. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Sound knowledge of Clinical Medicine to allow for accurate diagnosis and appropriate management of clinical problems, knowledge of current Health Legislation and Policies at Public Institution, ability to deal with all acute and medical emergencies and chronic health problems.

**DUTIES**: Key Performance Areas: Render a cost effective medical care, incorporating clinical management and follow up, maintain efficient records, participate in the quality improvement program in the department, perform after hour duties, maintain moral and ethics at any cost, give medical input into team management, supervision and support of interns and students in the department, participate in the department academic program.

**ENQUIRIES**: Dr. S. Ramji Tel No: 031 360 3854

**APPLICATIONS**: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

**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**: 15 February 2019

**POST 04/162**: OPERATIONAL MANAGER (PHC SUPERVISOR) REF NO: NKAH PHCS 02/2018

Department: Nkandla Hospital PHC Services

**SALARY**: R532 449 – R599 274 per annum. Other Benefits: Medical Aid (optional), 13th Cheque, Housing Allowance (employee must meet the prescribed requirements) plus 8% rural allowance

**CENTRE**: Nkandla District Hospital

**REQUIREMENTS**: Degree / National Diploma in nursing that allow registration with the SANC as a Professional Nurse and Midwifery. Proof of registration with SANC as Professional Nurse and Midwifery. A post basic nursing qualification, with duration of at least one (01) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. A minimum of nine (09) years appropriate / recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing of which at least five (5) years must be appropriate experience after obtaining the one (01) year post basic qualification in Primary Health Care. Current SANC receipt (2019). Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendation: Nursing Administration. Valid driver’s licence. Knowledge, Skills, Attributes and Abilities: Knowledge of SANC Rules and Regulations. Knowledge of Legislative Framework and Departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial and national acts and policies. Knowledge of sound nursing care delivery approaches. Basic financial management skills. Knowledge of human recourse management. Ability to formulate vision, mission and objectives
of the unit. Communication skills and decision-making. Ability to provide mentoring and coaching to her / his supervisees. Leadership and supervisory skills.

**DUTIES**: Supervision of all Primary Health Care services within the institution. Provision of quality comprehensive community health care. Analyze the operational imperatives set in the National PHC package of services, national health norms and standards, provincial strategic and annual plans, policies and guidelines. Monitor PHC outputs and services on a monthly basis to review performance and provide feedback to PHC units, facilities and their management, as well as sub-district, hospital and district management. Evaluate PHC services in terms of standards outcomes and impact indicators by analysis of data. Facilitate and ensure an integrated and inter sectoral approach in planning and implementation at all facilities, units and teams to provide comprehensive PHC approach to community, family interventions and PHC clinic services. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Contribute to the realization of ideal clinic (ICRM) status. Implement and monitor staff performance in terms of EPMDs. Advocate for resources at management level and have input into the budget for PHC in the service area. Ensure effective, efficient and economical use of allocated resources.

**ENQUIRIES**
Mrs SJ Nguse (Deputy Manager Nursing) Tel No: 035-833 5000 EXT 5047

**APPLICATIONS**
Applications should be directed to: The Acting Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

FOR ATTENTION: Mrs. SG Masikane

**NOTE**
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

**CLOSING DATE**
15 February 2019

**POST 04/163**
CHIEF ULTRASOUND RADIOGRAPHER GR 1 REF NO: 5/19
Component: Radiology
Re-Advertised

**SALARY**
Grade 1: R440 982 – R489 482 per annum. Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements

**CENTRE**
Greys Hospital, Pietermaritzburg

**REQUIREMENTS**
National Diploma in Ultrasound / Bachelor’s Degree in Technology: Ultrasound. Certified copy of original registration with Health Professions Council of South Africa as a Radiographer (Ultrasound). Certified copy of current registration with the Health Professions Council of South Africa for 2018/2019 in the category
Independent Practice: Ultrasound. A minimum of three years’ experience after registration with HPCSA as Ultrasound Radiographer: Independent Practice. Experience performing high risk Obstetric and anomaly scans, as well as Reporting on difficult pathology. Certificates of service to be attached as proof of experience. Recommendations: Knowledge, Skills and Experience: Excellent knowledge of high risk obstetrics and gynaecology, general, small parts, vascular, musculoskeletal scanning techniques, protocols and procedures. Basic knowledge of equipment use and trouble shooting. Sound report writing and administrative skills and computer literacy. Knowledge of relevant Health and Safety Acts and Infection Control measures. Good communication, interpersonal relations and problem solving skills. Basic supervisory skills.

DUTIES : Key Performance Areas: Provide a high quality ultrasound service in keeping with tertiary status of the hospital: general scans with complicated pathology and detailed Obstetric anomaly scans. Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Provide assistance, supervision and training to junior staff and students. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programmes, policy making, in-service training and National Core Standards. Perform reception and clerical duties as required.

ENQUIRIES : Mrs A Cooke Tel No: 033-8973203
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
FOR ATTENTION : Mr K.B Goba
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 I.D 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 5/19. Please note due to large numbers of applications we envisage receiving, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 22 February 2019
POST 04/164 : PROFESSIONAL NURSE SPECIALTY STREAM-THEATRE REF NO: MURCH 03/2019 (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
REQUIREMENTS : Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique, Current Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (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 and Operating Theatre Technique. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 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 and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic
and specific policies. Leadership, supervisory and good communication skills.
Team building and cross cultural awareness. Knowledge of SANC rules and
regulations. Knowledge of Batho Pele Principles and patients’ rights charter.

DUTIES:
Must be able to handle operating and emergencies and high risk conditions. To
execute duties and functions with proficiency within prescript of applicable
legislation. Provision of quality patient care through setting of standards, policies
and procedures. To participate in quality improvement programmes and clinical
audits. Uphold Batho Pele and patients’ rights principles. Provide a safe,
therapeutic environment as laid down by the Nursing act. Maintain accurate and
complete patient records according to legal requirements. Exercise control over
discipline, grievance and labour relations issues. Manage and supervise effective
utilization of all resources e.g. Human, Financial, material etc. Implementation and
management of infection control and prevention protocols. Assist with
performance reviews i.e. EPMDS as well as student progress reports. Maintain a
plan to improve the quality of Nursing and health care in operating theatre.
Formulation of theatre policies to ensure good practice. Ensuring the availability of
the necessary basic equipment.

ENQUIRIES:
Mrs CN Mkwanazi Tel No: 039-6877311 ext 127

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/10/2018. Failure to comply with the above instructions will disqualify
applicants. The appointments are subject to a positive outcome obtained from the
State Security Agency (SSA) to the following checks (criminal clearance, credit
records, and citizenship), verification of Educational qualifications by SAQA,
verification of previous experience from Employers and verification from the
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:
15 February 2019

POST 04/165:
PROFESSIONAL NURSE-SPECIALTY (ADM) GR 1 & 2 REF NO: EKU 01/2019
(X1 POST)
Component: PHC Nursing
Re-Advertisement (Those who applied previously need not re-apply)

SALARY:
Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, 8% Inhospitable Rural Allowance, Medical Aid
(optional) Home Owner Allowance (employee must meet prescribed
requirements).

CENTRE:
Ekuvukeni Clinic

REQUIREMENTS:
Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General
Nursing plus Midwifery. One (1) year Post basic qualification in Advanced
Midwifery and Neonatal Nursing Science. Proof of current SANC receipt
2019. Registration with the South African Nursing Council as the General Nurse
and Midwifery. Certificate of service endorsed by Human Resource Department.
DUTIES

Execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patients care through setting of standards, policies and procedures. To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patients Rights. Maintain clinical competency by ensuring that scientific principles of nursing are implemented. Ensure and advocate for the provision and supervision of patients needs. Improve perinatal mortality and morbidity through implementation of priority programmes eg. EMTCT, CARMMA, MBFI, ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvements programmes. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and the public through implementation of infection Control and Prevention and control standards, Occupational Health and Safety and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the implementation of National Core Standards. Provide adequate health education, awareness and be involved in campaigns. Promote women’s, mother and child health. Advocate for the Nursing Profession by promoting professionalism and nursing ethics. Hours of Duty: 40 hours per week, Shift work (day and night duty), Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES

Ms C.I.Ndlouv Tel No: 036 6379600

APPLICATIONS

All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, P O Box 2238 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381

FOR ATTENTION

Mr S.D.Mdletshe

NOTE

Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same
salary level but on a notch/package above that of the advertised are free to apply.
Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE : 18 February 2019

POST 04/166 : PROFESSIONAL NURSE-SPECIALTY STREAM-PAEDIATRIC REF NO: MURCH 02/2019 (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

REQUIREMENTS : Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Child Nursing Science accredited by SANC, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (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 and Midwife. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwife, of which at least 10 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 and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients’ rights charter.

DUTIES : To execute duties and functions with proficiency within prescript of applicable legislation. To participate in quality improvement programmes, clinical audits and National core standards. Uphold Batho Pele and patient’s rights principles and citizen’s charter. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Show understanding of CHIPP. Analyse reports and utilise the information to improve the health status of children. Ensure the implementation of all guidelines, protocols and policies.

ENQUIRIES : Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127

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/ 09/2018. 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**

15 February 2019

**DEPARTMENT OF TRANSPORT**

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

**APPLICATIONS**

Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

**CLOSING DATE**

15 February 2019

**NOTE**

Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver’s licence (where a driver’s licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these post(s).
DIRECTOR: MOTOR TRANSPORT SERVICES (REF. NO. P 01/2019)

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY: R1 005 063 per annum (all Inclusive, flexible remuneration package)

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS:

DUTIES:
Manage the Provision of Motor Vehicle Regulatory Administration and Related System Services. Manage Registering Authority Revenue, Debt, Agency and KZN Fleet Procurement. Manage the Provision of Contract Management to Registering

**ENQUIRIES** : Ms F Sithole Tel No: 033 – 355 8886  
**FOR ATTENTION** : Mr C McDougall  
**NOTE** : It is the intention of this Department to consider equity targets when filling this position.
ANNEXURE Q

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.

APPLICATIONS: Applications should be addressed to: Head Office: Head of Department, Private Bag X9710, Polokwane, 0700 Capricorn: The District Director, Private Bag X9709, Polokwane, 0700 Sekhukhune: The District Director, Private Bag X80, Lebowakgomo, 0737 Vhembe: The District Director, Private Bag X5040, Thohoyandou, 0950 Waterberg: The District Director, Private Bag X1051, Modimolle, 0510 Mopani: The District Director, Private Bag X9689, Giyani, 0826

CLOSING DATE: 22 February 2019 at 16h00.

NOTE: Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications/academic record, Identity document and a confirmation letter from the TVET College indicating that the learner is in need of a workplace experience. Late applications, faxed or e-mailed applications will not be considered. Correspondence will be entered into with short listed candidates only. Applicants must clearly indicate the reference number and the centre on the Z83. If you don’t hear from us within 90 days of the closing date, kindly accept that your application has been unsuccessful. However should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of PAJA, Act 3 of 2000. Successful candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. Applicants must be between the ages of 18-35 years to participate in the programme. Successful applicants will be appointed for a period of 18 months.

INTERNESHIP PROGRAMME FOR 2019/2020
Workplace experience posts for unemployed technical vocational education and training college (TVET) Graduates

OTHER POSTS

POST 04/168: HUMAN RESOURCE MANAGEMENT REF NO: DSD/1/2019

STIPEND: R2 500.00 per month
CENTRE: Head Office (X3 Posts)
Sekhukhune (X2 Posts)
Mopani (X2 Posts)
Waterberg (X2 Posts)
Vhembe (X2 Posts)

REQUIREMENTS: N6 Certificate
ENQUIRIES: General enquiries about the advertised posts should be directed to Mr PM Phala/Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4426/4315

POST 04/169: MARKETING MANAGEMENT REF NO: DSD/2/2019 (X1 POST)

STIPEND: R2 500.00 per month
CENTRE: Head Office

REQUIREMENTS: N6 Certificate
ENQUIRIES: General enquiries about the advertised posts should be directed to Mr PM Phala/Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4426/4315

POST 04/170: OFFICE MANAGEMENT REF NO: DSD/3/2019 (X2 POSTS)

STIPEND: R2 500.00 per month
CENTRE: Head Office
REQUIREMENTS : N6 Certificate
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4426/4315

POST 04/171 : FINANCIAL MANAGEMENT REF NO: DSD/4/2019
STIPEND : R2 500.00 per month
CENTRE : Capricorn (X2 Posts)
Sekhukhune (X2 Posts)
Mopani (X2 Posts)
Waterberg (X2 Posts)
Vhembe (X2 Posts)

REQUIREMENTS : N6 Certificate
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4426/4315

POST 04/172 : MANAGEMENT ASSISTANT REF NO: DSD/5/2019 (X2 POSTS)
STIPEND : R2 500.00 per month
CENTRE : Head Office

REQUIREMENTS : N6 Certificate
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4426/4315

POST 04/173 : PUBLIC MANAGEMENT REF NO: DSD/6/2019
STIPEND : R2 500.00 per month
CENTRE : Head Office (X2 Posts)
Capricorn (X2 Posts)
Sekhukhune (X2 Posts)
Mopani (X2 Posts)
Waterberg (X2 Posts)
Vhembe (X2 Posts)

REQUIREMENTS : N6 Certificate
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4426/4315
Applications quoting the relevant reference should be forwarded as follows: The Acting Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.

FOR ATTENTION

CLOSING DATE

OTHER POST

POST 04/174 : REGISTRAR REF NO: NCPA1/2019

SALARY : R826 053 - R973 047 (Level 12) (Inclusive package)
CENTRE : Kimberley Office (Northern Cape Consumer Protection Authority)
REQUIREMENTS : LLB Degree. Admitted as an Advocate. At least 8 years’ appropriate post article legal experience. A valid driver’s licence. Working knowledge of the Public Sector. Experience as a Registrar is essential. Good knowledge and application of the Consumer Legislation required. A good understanding of the legislative mandate of the Consumer Court. Working knowledge of the Consumer Court proceedings. Knowledge of relevant consumer legislation and its application. Good communication skills. Computer Literacy. Reliable, responsible and good time management skills. Managerial experience. Drafting experience. Case Management skills. Post article experience of 5 years and more. Must have working knowledge of the Public Sector. Experience as Registrar in High Court, Magistrate’s Court or Consumer Court essential.
DUTIES : Co-ordinate case flow management support processes to the Consumer Court. Issue all processes initiating court proceedings. Proper and diligent implementation of the PFMA in relation to the Consumer Court. Any administrative function that will promote the purpose of the Northern Cape Consumer Protection Act.
ENQUIRIES : Adv D. P. Olivier Tel No: (053) 831 5562/3

DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION

APPLICATIONS : All applications must be addressed to the Human Resources Manager, The Department of Environment and Nature Conservation, Private Bag X6102, Kimberley 8301 or hand delivered to the Receptionist at 90 Long Street, Old Sasko Building, Kimberley.
FOR ATTENTION

CLOSING DATE : 15 February 2019
NOTE : It is the Department’s intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. Applications must be submitted on form Z83, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). No faxed or emailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the...
closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (24) months subject to the Compulsory Induction Programme. The Department reserves the right not to make appointment(s) to the advertised post(s).

**OTHER POSTS**

<table>
<thead>
<tr>
<th>POST 04/175</th>
<th>DEPUTY DIRECTOR: FINANCE MANAGEMENT: OFFICE OF THE CFO A REF NO: FIN 01/11/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R697 011 per annum (Level 11) (All Inclusive Package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Kimberley</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Applications must be in possession of a three – year tertiary qualifications with accounting coupled with at least four years’ relevant experience in financial management at supervisory/management level. Excellence in computer skills such as Ms Word and Excel Spreadsheet application of any software, financial analytical skills, will be a prerequisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accounts). A valid driver’s licence. Analytical skills.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Responsible to ensure sound Financial Accounting which includes: Preparation and maintenance of bank reconciliation statements. Preparation, Compilation and interpretation of Interim and Annual Financial Statements. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the Ledger. Liaise with relevant role players regarding transversal financial matters. Providing sound advice on financial accounting matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitless and wasteful expenditure. Ensure effective management of Debtors. Undertake human resource and other related administrative functions.</td>
</tr>
</tbody>
</table>

**ENQUIRIES**

Ms. BB Mashobao
Tel No: (053) 807 7300

<table>
<thead>
<tr>
<th>POST 04/176</th>
<th>BIODIVERSITY OFFICER GRADE A: COMPLIANCE AND ENFORCEMENT REF NO: ENF 01/11/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R331 566 per annum (OSD)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Upington</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A 3 year bachelor’s degree in law or equivalent qualification 10 years investigations experience. 5 years supervisory experience. Excellent working knowledge of the Biodiversity Act (10 of 2004) and Regulations, National Environment Management: Air Quality Act (39 of 2004), National Environment Management: Air Quality Act (59 of 2008) and Regulations and other related acts and regulations and the Criminal Procedure Act (51 of 1977). Good managerial, report writing, organisational, administrative and financial management skills Training as an Environmental Management Inspector will be an added advantage. Possession of an unendorsed driver’s license. Applicant must be willing to travel long distances.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Manage the Biodiversity Enforcement Unit. Undertake investigations of complaints/transgressions in respect of environmental law contraventions. Coordinate the undertaking of criminal prosecutions with the SAPS and NPA. Plan and execute law enforcement operations. Ensure proper record keeping of Biodiversity Crime Statistics and compilation of relevant National and Provincial reports.</td>
</tr>
</tbody>
</table>

**ENQUIRIES**

Mr OT Gaoraelwe
Tel No: (053) 807 7300
POST 04/177 : ENVIRONMENTAL OFFICER (PRODUCTION) GRADE A: ENVIRONMENTAL QUALITY MANAGEMENT REF NO: EQM 01/11/2018

SALARY : R256 815 per annum (OSD)
CENTRE : Springbok
REQUIREMENTS : An Honours degree in Environmental Management/Environmental Science or equivalent Science degree OR equivalent qualification in Environmental Management/Environmental Science or natural science with at least 2 years post qualification experience. A valid driver’s license. Good working knowledge of NEMA (Act 107 of 1998), ECA, Environmental Impact Assessment Regulations, 2014 and other related environmental regulations governing development impact. A good working knowledge of impact management best practice. Basic knowledge of: public administration, financial management, human resource management, project management, presentation skills, computer literacy, interpersonal skills. Ability to work independently and in a team, and good facilitation skills. Good verbal and written communication skills. Must have at least 2 years experience in EIAs or environmental management or related field.

DUTIES : Review and evaluate environmental impact assessment reports and development control applications including EMPs and mining related EMPRs. Provide comments, recommendations, technical and specialist inputs on all environmental impact management’s aspects of projects including complex and controversial projects, undertake awareness and education programmes related to environmental impact management process amongst consultants, developers, government departments, local communities, and the general public(i.e. procedural steps and description of legal mandate). Initiate, plan, coordinate and participate in specially assigned projects (e.g. EMF, administrative guidelines). Liaise with relevant provincial, national and international organizations and specialists groups on issues related to environmental impact management. Assist in undertaking administrative and supervisory duties.

ENQUIRIES : Mr. B Fisher Tel No: (053) 807 7300

POST 04/178 : BIODIVERSITY OFFICER GRADE A: COMPLIANCE MONITORING REF NO: COM 01/11/2018

SALARY : R256 815 per annum (OSD)
CENTRE : Namaqua
REQUIREMENTS : 3-year tertiary qualification in Nature Conservation or equivalent degree in Natural Science. Good working knowledge of the National Environmental Management: Biodiversity Act (10 of 2004) and Regulations, National Environment Management: Protected Areas Act (57 of 2003), Northern Cape Conservation Act (9 of 2009). Good report writing, organizational and administrative skills. Training and designation as an Environmental Management Inspector will be an added advantage. Computer literacy. Possession of a Code B driver’s license. Applicant must be willing to travel long distances.

DUTIES : Perform administrative related functions. Render proactive and reactive Compliance Monitoring which would include attend to reactive inspections (when illegal activity / breach of conditions have been identified; Respond to complaints and investigate incidents; Consult with relevant experts and legal representatives of transgressors; Gather information, analyse and make recommendations; Submission of reports for corrective action. Conduct Compliance Enforcement operations which would include the following: (prosecutions) Administrative enforcement by assisting with the preparation of pre-directive, directive, pre-compliance and compliance notice and guilt fines. Civil and / or criminal enforcement by applying for court interdict (in consultation with legal services / State Attorney); compile a docket and refer the matter to the Department of Public Prosecutions; drafting of affidavit; provide evidence in court when required. Advocate cooperative governance in dealing with enforcement issues (SAPS, NPA, DWAF, Municipalities etc.). Provide inputs on comments on appeals / submissions received in terms of compliance notices. Conduct law enforcement operations (roadblocks, respond to tip-offs etc. Keeping of Environmental and Biodiversity Crime Statistics and contribute towards the compilation of relevant Provincial and National reports.
ENQUIRIES : Mr OT Gaoraelwe Tel No: (053) 807 7300

POST 04/179 : ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL EMPOWERMENT SERVICES REF NO: EES 01/11/2018

SALARY : R256 815 per annum (OSD)
CENTRE : Upington
REQUIREMENTS : An appropriate 3 year tertiary qualification in the Natural Science or Education. At least 1 year experience in the field of Environmental Education and/or Education. Good communication skills, interpersonal skills, presentation skills and computer skills. A valid code B drivers license.
DUTIES : Implement environmental education programmes to assist with the integration of environmental education into formal education structures. Identify, conduct and facilitate environmental awareness campaigns for the general public and relevant stakeholders. Facilitate/conduct the celebration of international and national environmental days. Assist with the development and implementation of environmental programmes to the youth. Assist with the development and distribution of resource and learning material. Foster working relationships with other government departments and relevant stakeholders to promote environmental education and awareness. Perform administrative and relevant related functions.

ENQUIRIES : Mr. LC Abrahams Tel No: (053) 807 7300

POST 04/180 : ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL EMPOWERMENT SERVICES REF NO: EES 02/11/2019

SALARY : R256 815 per annum (OSD)
CENTRE : De Aar
REQUIREMENTS : An appropriate 3 year tertiary qualification in the Natural Science or Education. At least 1 year experience in the field of Environmental Education and/or Education. Good communication skills, interpersonal skills, presentation skills and computer skills. A valid code B drivers license.
DUTIES : Implement environmental education programmes to assist with the integration of environmental education into formal education structures. Identify, conduct and facilitate environmental awareness campaigns for the general public and relevant stakeholders. Facilitate/conduct the celebration of international and national environmental days. Assist with the development and implementation of environmental programmes to the youth. Assist with the development and distribution of resource and learning material. Foster working relationships with other government departments and relevant stakeholders to promote environmental education and awareness. Perform administrative and relevant related functions.

ENQUIRIES : Mr. LC Abrahams Tel No: (053) 807 7300

POST 04/181 : PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: HRA 01/11/2018

SALARY : R242 475 per annum (Level 07)
CENTRE : Kimberley
REQUIREMENTS : Appropriate Bachelor’s degree or equivalent qualification in Human Resource Management or a Senior Certificate with 5 years’ experience in Human Resource Management Sound knowledge of the Persal system, good interpersonal, liaison and communication skills (verbal and written); the ability to interpret and implement directives; an ability to work under pressure and to display initiative; Computer literacy.
DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices which include HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.) Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.) Termination of service; Recommend (approve) transactions on
Prepare reports on human resource administration issues and statistics. Compile personnel profiles and information management.

ENQUIRIES
Ms. D Pudi Tel No: (053) 807 7300

POST 04/182
PERSONAL ASSISTANT: CORPORATE SERVICES: REF NO: CORP 01/11/2018

SALARY: R242 475 per annum (Level 07)
CENTRE: Kimberley
REQUIREMENTS: Grade 12 with Secretarial Diploma or equivalent qualification. A minimum of 3 years’ experience as a Secretary / Personal Assistant. Ability to properly/accurately record minutes and decisions at meetings. Computer skills. A valid code B drivers’ license / learners license. Ability to prioritise and deal with confidential matters. Good interpersonal communication and writing skills. Self-Management and motivation. Problem solving skills; analytical skills; Report writing skills; Planning & Organizing skills; Communication (written & verbal).

DUTIES: Managing the day-to-day operations of the office which includes: Manage engagements of the Senior Manager, (Planning and scheduling meetings and appointments). Render administrative support (coordinate the submissions of directorates quarterly performance reports and EPMDS reports and travelling arrangements; assist with administration of budget). Render secretarial duties in terms of directorate in all meetings of the Senior Manager and follow up on assignments. Organizing and maintaining files and records.

ENQUIRIES: Mr. PR Mogotsi Tel No: (053) 807 7300

POST 04/183
PERSONAL ASSISTANT: ENVIRONMENTAL EMPOWERMENT SERVICES: REF NO: CORP 01/11/2018

SALARY: R242 475 per annum (Level 07)
CENTRE: Kimberley
REQUIREMENTS: Grade 12 with Secretarial Diploma or equivalent qualification. A minimum of 3 years’ experience as a Secretary / Personal Assistant. Ability to properly/accurately record minutes and decisions at meetings computer skills. A valid code B drivers’ license / learners license. Ability to prioritise and deal with confidential matters. Good interpersonal communication and writing skills. Self-Management and motivation. Problem solving skills; analytical skills; Report writing skills; Planning & Organizing skills; Communication (written & verbal).

DUTIES: Manage engagements of the Senior Manager, Record engagements Render administrative support. Ensure and advise on the effective flow of information and documentation to and from the Office of the Senior Manager. Provide support to the Senior Manager in terms of meetings. Scrutinize documentation to determine actions/ information/ documentation required for meeting(s). Support the Senior Manager with the administration of the budget collate or and compile performance documentation on a monthly and quarterly basis from sub-directorates.

ENQUIRIES: Mr. LC Abrahams Tel No: (053) 807 7300
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.

OTHER POSTS

POST 04/184: CLINICAL MANAGER GRADE 1 TO 3 (MEDICO-LEGAL UNIT)
Directorate: Professional Support Services

SALARY: R1 115 874 per annum (A portion of the package can be structured according to the individual’s personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE: Head Office, Cape Town

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Current registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Willingness to work extended hours when necessary. Valid Code 8 driver’s licence. Competencies (knowledge/skills): Broad working knowledge of medical terminology, procedures, record-keeping, clinical systems and professional responsibilities within the State healthcare sector. Broad knowledge of all clinical disciplines and State Hospital practice. In depth knowledge of public service reporting procedures. Working knowledge of current legislation, regulations and policy pertaining to Health service provision, State Liability and Public Service Administration, as well as Common Law relating to Medical Negligence Litigation. Excellent writing, communication, interpersonal, teaching and problem-solving skills. An above-average level of computer skills (MS Word, Excel, PowerPoint and Outlook). Applicants must be fluent in at least two of the three official languages of the Western Cape.

DUTIES:
Manage and ensure that all new existing medical malpractice cases brought against The Department, Inquests, public liability claims and other medico-legal case-files as allocated are dealt with. Ensure the provision of detailed instructions to The State Attorney, Counsel and expert witnesses. Manage and oversee the medico-legal advisory and clinical risk management support service as well as in-service training. Manage and review financial reports on contingent liabilities and related data as required. Review all recommendations made by the Provincial Health Risk Manager concerning PILR and medical boarding applications by Head Office personnel. Overall Human Resource and financial management of the Medico-legal Unit.

ENQUIRIES: Dr D H Bass Tel No: (021) 483-3434/8602
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency or practical test.
CLOSING DATE: 15 February 2019

POST 04/185: MEDICAL OFFICER GRADE 2 TO 3 (MEDICO-LEGAL UNIT)
Directorate: Professional Support Services

SALARY: Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum
(A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Head Office, Cape Town
**REQUIREMENTS**

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical practitioner. Registration with a professional council: Current registration with the HPCSA as a medical practitioner. Experience: **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years 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 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to work extended hours when necessary. Valid (code B/EB) driver’s licence. Competencies (knowledge/skills): Broad working knowledge of medical terminology, procedures, record-keeping, clinical systems and professional responsibilities within the State healthcare sector. Broad knowledge of all clinical disciplines and State Hospital practice. In depth knowledge of public service reporting procedures. Working knowledge of current legislation, regulations and policy pertaining to Health service provision, State Liability and Public Service Administration, as well as Common Law relating to Medical Negligence Litigation. Excellent writing, communication, interpersonal, teaching and problem-solving skills. An above-average level of computer skills (MS Word, Excel, PowerPoint and Outlook). Applicants must be fluent in at least two of the three official languages of the Western Cape.

**DUTIES**

Investigate all new and existing medical malpractice cases brought against The Department, Inquests, public liability claims and other medico-legal case-files as allocated. Provide detailed instructions to The State Attorney, Counsel and expert witnesses. Provide a medico-legal advisory and clinical risk management support service as well as in-service training in the field as required. Prepare financial reports on contingent liabilities and related data as required. Provide inputs on all recommendations made by the Provincial Health Risk Manager concerning PILR and medical boarding applications by Head Office personnel. To supervise administration of the Medico-legal Unit including (but not limited to) delegation of tasks, Staff Performance Management System and leave management.

**ENQUIRIES**

Dr D H Bass Tel No: (021) 483-3434/8602

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency or practical test.

**CLOSING DATE**

15 February 2019

**POST 04/186**

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)

Central Karoo District

**SALARY**

Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

**CENTRE**

Beaufort West Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Critical Care Nursing General: Trauma and Emergency or Critical Care Nursing: General accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse (i.e. annual licensing receipt of 2019). Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing.
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 speciality after obtaining the 1-year post-basic qualification in relevant specialty as mentioned above. Inherent requirement of the job: Willing to work shifts, day-night duty, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.

DUTIES:
Provide holistic nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislations. Effective manage and utilize human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.

ENQUIRIES:
Mr TW Ntombana Tel No: (023) 414-8200

APPLICATIONS:
The 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:
15 February 2019

POST 04/187:
SENIOR ADMINISTRATIVE OFFICER: FINANCE
Cape Winelands Health Services

SALARY:
R299 709 per annum

CENTRE:
Cape Winelands District Office

REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or accounting as past subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in contract management and project management. Experience in LOGIS and BAS system will be an added advantage. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge of the PFMA, National Treasury regulations, Provincial Treasury Directives, Financial Delegations and instructions. Ability to be systematic and analytical, and to interpret and apply policies. Good communication (verbal and written) and interpersonal skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel).

DUTIES:
Overall management of the Sub-Directorate Transfer payments. Control, verify, authorise journals and payments on BAS and LOGIS, and report on Asset and Liability account, debt account, etc. Develop and implement internal controls for budget management and contract management of NGOs and NPOs. Monthly review and reconciliation of budget and expenditure of funded NGOs, priority projects and Community development projects, and compiling monthly reports. Conduct Institutional or NGO audits on Financial Governance and Compliance, and compile audit reports and action plans. Support relevant departments in procuring the services of external partners, and assist with other duties that might be necessary in the finance unit.

ENQUIRIES:
Ms AE Erasmus Tel No: (023) 348-8110

APPLICATIONS:
Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post. Short-listed candidates may be expected to complete a practical test.

CLOSING DATE: 22 February 2019

POST 04/188: ADMINISTRATION CLERK: FINANCE/ADMIN
Garden Route District

SALARY: R163 563 per annum
CENTRE: Knysna Hospital

REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate supply chain management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate knowledge of public sector Supply Chain Management. Knowledge and experience of Logis. Ability to prepare and analyse figures and amounts. Computer literacy (Word and Excel). Knowledge of Accounting Officers System and SCM delegations. Written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES:
Capture Log 1 forms. Capture issue vouchers. Check store stock. Control 0-9 file, do regular follow-ups with contractors and suppliers and keep clients informed. Prepare documents for quotation committee and ensure all procurement documents are audit compliant. Provide effective support to supervisor and colleagues.

ENQUIRIES: Mrs A Rein Tel No: (044) 302-8486
APPLICATIONS: The 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. Short listed candidates may be subject to competency testing.

CLOSING DATE: 22 February 2019

POST 04/189: ADMINISTRATION CLERK: SUPPORT
Garden Route District

SALARY: R163 563 per annum
CENTRE: Knysna Hospital

REQUIREMENTS:
Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate secretarial and administration including the electronic switchboard experience. Inherent requirements of the job: Relief other of related duties. Willing to perform overtime and shifts including night shift when required. Willing to undergo developmental courses. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Language and minute-taking skills. Knowledge of office administration practice. Knowledge of the electronic switchboard. Computer literacy (MS Office) and typing proficiency. Good planning and organizational skills. Professional appearance and approach.

DUTIES:
Effectively provide typing and Secretarial Support Service, Office management and reception function, answer telephonic queries and deliver messages using the electronic switchboard. Create register, data base maintenance and electronic management of records. Type documents, reports, correspondence and photocopy hospital folders. Prepare documents for completion by medical staff. Prepare on call registers for medical staff. Ensure timeous submission of statistics data as well as collate and compile monthly report and statistical data.

ENQUIRIES: Mr G Lloyd Tel No: (044) 302-8403
APPLICATIONS: The Director: 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. Shortlisted applicants may be required to undergo a practical test.

CLOSING DATE: 22 February 2019
POST 04/190 : GENERAL WORKER STORES (X2 POSTS)
Directorate: Emergency and Clinical Support Services

SALARY : R96 549 per annum
CENTRE : Pharmacy Services, Cape Medical Depot
DUTIES : Loading and offloading of stock on the trucks and vans. Transport goods to and from different sections. Transport goods with a hyster and be prepared to be trained as a hyster driver if necessary. Pack stock in boxes according to standards. Receipt of stock from bulk stores. Preparation of stock for courier distribution. Prepare stock for collection by demanders. Maintain hygiene in the area.
ENQUIRIES : Ms C Buthelezi Tel No: (021) 483-8804 or Ms S Dulaze Tel No: (021) 483-2422
FOR ATTENTION : Ms A Petersen
NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a practical test.
CLOSING DATE : 22 February 2019

POST 04/191 : HOUSEHOLD AID
Cape Winelands Health Services

SALARY : R96 549 per annum
CENTRE : Cape Winelands TB Centre
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Inherent requirement of the job: Willingness to work weekends, overtime, public holidays and night duty. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning of equipment. Ability to communicate in at least two of the three official languages of the Western Cape.
DUTIES : Responsible for cleaning duties (i.e. dust, wash, scrub, polish, waste handling) and maintenance of general neatness and hygiene of the wards on a daily basis. Responsible for general cleanliness of wards and adherence to OHS and IPC policies. Perform food service duties according to HACCP principles and food service unit policies. Render assistance to the supervisor with regards to general housekeeping duties such as control of cleaning and household equipment and upkeep of linen.
ENQUIRIES : Ms A Klaasen, tel. no. (023) 348-1311
APPLICATIONS : The Medical Manager: Brewelskloof Hospital, Private Bag X3044, Worcester, 6849.
FOR ATTENTION : Mr E Booyse
NOTE : No payment of any kind is required when applying for this post. Shortlisted Candidates may be subjected to a practical test.
CLOSING DATE : 22 February 2019

POST 04/192 : PORTER
Chief Directorate: Rural Health Services

SALARY : R96 549 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the Health Sector Porter services. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one’s feet for long periods. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work independently, under pressure, unsupervised and in a team context.
**DUTIES**

Efficient and safe-handling transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Effective and efficient management of mortuary services, including transportation of corpses from wards to the mortuary and entering detail in mortuary register. Efficient and effective control of equipment and reporting any defects to trolleys/wheelchairs to supervisor. Effective support to Human Resource functions.

**ENQUIRIES**

Ms Z Ndevu Tel No: (023) 348–1125

**APPLICATIONS**

The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION**

Ms H Swart

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

**CLOSING DATE**

22 February 2019