PUBLICATION NO 08 OF 2019
DATE ISSUED: 01 MARCH 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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## PROVINCIAL ADMINISTRATIONS

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

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

CLOSING DATE: 15 March 2019

NOTE:
Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at http://www.daff.co.za/doaDev/doc/Z83.pdf which must be signed and dated (an unsigned and not dated Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver’s license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

OTHER POSTS

POST 08/01: CHIEF ENGINEER GRADE A-B (CONSTRUCTION) REF NO: REF 5/2019
Directorate: Infrastructure Support

SALARY: R991 281 - R1 880 367 per annum (all-inclusive package as per OSD requirements)

CENTRE: Pretoria

REQUIREMENTS:
Applicants should be in possession of a B.Eng. / B.Sc. degree in Agricultural Engineering plus 6 years post qualification experience as a registered Professional Engineer (you are required to furnish a credit certificate and/or statement of results). Compulsory registration with ESCA as a professional Engineer. Knowledge and experience in agricultural, forestry and fisheries infrastructure projects relating to engineering design and analysis, project management systems, programme and project management, engineering legal and operational knowledge, engineering operational communication, research and development, and computer-aided engineering applications (AutoCAD). Must have knowledge of legal compliance. The ability to write technical reports, create a high performance culture, provide professional judgement, network with clients, take decisions and be a team leader. Analytical, creativity and self-management skills. Knowledge of financial management and customer focused and the ability to act responsibility. Good communication skills and computer literate in MS Office and CAD. Planning and organising skills. Conflict management, problem solving and analysis skills. The ability to manage staff and be a change agent and an innovative
person. Must be in position of a valid driver’s license and must be prepared to travel and work away from home / office on short notice.

**DUTIES**

Manage engineering design and perform final review and approval on new engineering designs. Coordinate design efforts and coordination across discipline. Maintain engineering operational effectiveness and monitor maintenance efficiencies for the attainment of organisational goals. Ensure good governance and provide technical consulting service for the operation on engineering related matters. Monitor the exchange and protection of information between operations and individuals. Manage financial resources and ensure the availability and management of funds. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage human resources and performance management and development.

**ENQUIRIES**

Dr J. K. Moeng Tel No: 012 319 8495

**NOTE**

In terms of the departmental employment equity target, priority will be given to African Males and Females and People with Disabilities

**POST 08/02**

CHIEF ENGINEER GRADE A-B (PROJECT AND PLANNING) REF NO: REF 9/2019

Directorate: Infrastructure Support

**SALARY**

R991 281 - R1 880 367 per annum (all-inclusive package as per OSD requirements)

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants should be in possession of a B.Eng. / B.Sc. degree in Agricultural Engineering plus 6 years post qualification experience as a registered Professional Engineer (you are required to furnish a credit certificate and/or statement of results). Compulsory registration with ESCA as a professional Engineer. Knowledge and experience in agricultural, forestry and fisheries infrastructure projects relating to engineering design and analysis, project management systems, programme and project management, engineering legal and operational knowledge, engineering operational communication, research and development, and computer-aided engineering applications (AutoCAD). Must have knowledge of legal compliance. The ability to write technical reports, create a high performance culture, provide professional judgement, network with clients, take decisions and be a team leader. Analytical, creativity and self-management skills. Knowledge of financial management and customer focused and the ability to act responsibly. Good communication skills and computer literate in MS Office and CAD. Planning and organising skills. Conflict management, problem solving and analysis skills. The ability to manage staff and be a change agent and an innovative person. Must be in position of a valid driver’s license and must be prepared to travel and work away from home / office on short notice.

**DUTIES**

Manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process for provinces on engineering inputs in infrastructure projects. Development of national agricultural infrastructure engineering norms, standards, guidelines and best practices. Oversee development and improvement of national norms and standards, guidelines and best practices relating to engineering inputs in the agricultural, forestry and fisheries environment. Assist provinces with setting provincial norms and standards aligned with the national norms and standards. Coordinate and mange engineering projects and programmes, oversee and / or execute project planning and liaise with role-players. Oversee the following: Budget planning and control, the establishment and management of project teams, construction and ongoing monitoring and evaluation. Be responsible for final sign-off on projects. Ensure adherence to applicable legislation, regulations and procedures. Provide area-wide project planning support to provinces on engineering matters. Prioritise requests received for services. Identify other disciplines involved. Identify risks and manage risks during implementation of solutions. Provide a technical engineering service to clients. Manage and implement knowledge sharing initiatives and monitor the exchange and protection of information between operations and individuals.

**ENQUIRIES**

Dr J. K. Moeng Tel No: 012 319 8495
NOTE : In terms of the departmental employment equity target, priority will be given to African Males and Females and People with Disabilities

POST 08/03 : MONITORING AND EVALUATION SPECIALIST REF NO: REF 3/2019
Directorate: Provincial and SOE’s Performance Monitoring

SALARY : R697 011 per annum (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor’s degree in Agricultural Science, Agricultural Economics, Statistics, Commerce, Monitoring and Evaluation and Public Administration. The applicant must have knowledge of government wide plan policies, monitoring and evaluation practices, relevant government policies and regulations, programme and project planning and implementation. The applicant must have experience in working with agricultural policies and programmes. The applicant must be deadline driven, a good communicator (verbal and written) and be computer literate (MS Office programs) with good presentation and facilitation skills. The applicant must occasionally travel and must thus possess a valid driver’s license.

DUTIES : The incumbent will be responsible to develop monitoring and evaluation frameworks and guidelines related to programme interventions. Support and evaluate departmental plans to improve the achievability and reliability in line with government priorities. Facilitate the development and maintenance of the information system that supports the performance of the department, provinces and state owned entities. Facilitate the implementation of service excellence model across the department and provinces. Coordinate evaluation studies to enhance efficiency during implementation. Supervision of staff.

ENQUIRIES : Ms M. Lekganyane Tel No: (012) 319 8474/8469
NOTE : In terms of the departmental equity targets, priority will be given to African Males and People with Disability

POST 08/04 : MONITORING AND EVALUATION SPECIALIST REF NO: REF 4/2019 (X2 POSTS)
Directorate: Organisational Performance

SALARY : R697 011 per annum (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Bachelor’s degree in Agricultural Science, Agricultural Economics, Statistics, Commerce, Monitoring and Evaluation and Public Administration. The applicant must have knowledge of government wide plan policies, monitoring and evaluation practices, relevant government policies and regulations, programme and project planning and implementation. The applicant must have experience in working with agricultural policies and programmes. The applicant must be deadline driven, a good communicator (verbal and written) and be computer literate (MS Office programs) with good presentation and facilitation skills. The applicant must occasionally travel and must thus possess a valid driver’s license.

DUTIES : The incumbent will be responsible to develop monitoring and evaluation frameworks and guidelines related to programme interventions. Support and evaluate departmental plans to improve the achievability and reliability in line with government priorities. Facilitate the development and maintenance of the information system that supports the performance of the department, provinces and state owned entities. Facilitate the implementation of service excellence model across the department and provinces. Coordinate evaluation studies to enhance efficiency during implementation. Supervision of staff.

ENQUIRIES : Mr R.D. Phuthi Tel No: (012) 319 8468/6507
NOTE : In terms of the departmental employment equity targets, priority will be given to African Males and Females and People with Disability
POST 08/05: DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET LIAISON REF NO: REF: 7/2019
Directorate: Office of the Director-General

SALARY: R697 011 per annum (all-inclusive package)
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a Bachelor’s degree / National Diploma in Public Administration. Applicant must have management experience and knowledge of Public Services Regulations, Public Service Act, Parliamentary policies and prescripts, Public Finance Management Act, HR matters, planning and organising. Good communication (verbal and written), interpersonal and problem-solving skills. Thorough knowledge of Batho Pele principles. Computer literacy (MS Office) software.
DUTIES: The incumbent will be responsible to manage and coordinate all Parliamentary and Cabinet matters for the Director-General. Work in collaboration with the Parliamentary Officer in procession of responses to Parliamentary questions and Cabinet memoranda. Render administrative and technical services with regards to Parliamentary and Cabinet matters. Monitor and analyse debates and events in Parliament and bring the relevant and important information to the attention of the Director-General. Ensure compliance with policies, prescripts and Government and Parliamentary procedures. Provide Parliamentary and Cabinet support services in respect of key Parliamentary events such as tabling of budget vote, Agriculture, Forestry and Fisheries bills due to be presented in Parliament. Follow up on the progress of Agriculture, Forestry and Fisheries bills in Parliament. Manage and coordinate matters of the Parliamentary Committees. Manage the resources of the Sub-directorate (Physical, Human and Financial).

ENQUIRIES: Ms A. Stevens Tel No: (012) 319-7375
NOTE: In terms of the departmental employment equity target, priority will be given to African Males and Females and People with Disabilities.

POST 08/06: PROGRAMME ASSISTANT REF NO: REF: 6/2019
Directorate: Office of the Director-General

SALARY: R356 289 per annum
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a relevant Bachelor's degree or National Diploma in Agriculture or Public Administration. Relevant post qualification experience. Knowledge of Public Services and Departmental prescripts/policies. The applicant must have thorough understanding of Batho-Pele principles and telephone etiquette, document tracking system or process. Good communication (verbal and written) with people at different levels, sound organisational, research, typing, numeracy, literacy and minutes taking skills. Good interpersonal relations, coordinating, planning and problem solving skills. Ability to act with tact and discretion. Computer literacy (MS Office) software.
DUTIES: The incumbent will be responsible to provide technical administrative support to the Director-General with regard to research and coordination of information. Develop and implement and administrative system to support the efficient management of the office. Render secretariat services by briefing the Director General on applicable issues before meetings, take minutes of meetings and follow-up on decisions taken. Draft responses to queries where required.

ENQUIRIES: Ms A. Stevens Tel No: (012) 319-7375
NOTE: In terms of the departmental employment equity target, priority will be given to African Males and Females and People with Disabilities.

POST 08/07: ASSISTANT DIRECTOR: EXECUTIVE SECRETARIAT SUPPORT REF NO: REF: 8/2019
Directorate: Office of the Director-General

SALARY: R356 289 per annum
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a Bachelor’s degree or National Diploma in Public Administration. Relevant experience in a secretariat support services.
environment. Knowledge of Public Services Regulation, procurement procedures, Public Finance Management Act, HR matters, planning and organising. Thorough knowledge of Batho Pele principles. Good communication (verbal and written), interpersonal and problem-solving skills. Computer literacy (MS Office) software.

**DUTIES**

The incumbent will be responsible to render secretariat support to the Office of the Director-General. Make arrangements for meetings, workshops and conferences as required. Inform all relevant stakeholders of dates and venues for meetings, workshops and conferences. Coordinate all logistical arrangements required for the meetings, workshops and conferences. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the Office of the Director-General and track the implementation thereof. Disseminate documents, correspondence and/or information to the relevant officials within the Office of the Office of the Director-General and the Department regarding actions emanating from executive decisions. Render administrative support services to the Office of the Director-General. Render general office support services to the Office of the Director-General. Supervise staff. Evaluate and monitor performance and appraisal of staff. Ensure capacity development and discipline of staff.

**ENQUIRIES**

Ms A. Stevens Tel No: (012) 319-7375

**NOTE**

In terms of the departmental employment equity target, priority will be given to African Males and Females and People with Disabilities.

**POST 08/08**

**MONITORING AND EVALUATION ANALYST REF NO: REF 2/2019**

Directorate: Provincial and SOE’s Performance Monitoring

**SALARY**

R356 289 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in possession of a Bachelor’s degree or a National Diploma in Agricultural Science, Agricultural Economics, Statistics, Commerce, Monitoring and Evaluation and Public Administration. The applicant must have knowledge of all relevant Acts related to monitoring and evaluation. The applicant must have monitoring and evaluation or economics experience. The applicant must be a good communicator (verbal and written) and be computer literate (MS Office programs) with analytical and organizing skills. The applicant must occasionally travel and must thus possess a valid driver’s license.

**DUTIES**

The incumbent will be responsible to provide analysis of Provincial Department of Agriculture (PDAs) and DAFF Public Entities (Pes) programme performance. Support the coordination of government outcomes, condition of government outcomes, conditional grants and other DAFF programmes. Support the Strategic Planning processes of PDAs and Pes. Provide Monitoring and Evaluation administration support services. Maintenance of Monitoring and Evaluation database.

**ENQUIRIES**

Ms M. Lekganyane Tel No: (012) 319 8474/8469

**NOTE**

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

CLOSING DATE : 22 March 2019

NOTE : The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

POST 08/09 : ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (PAYMENTS) REF NO: 25783/01

SALARY : R356 289 per annum

CENTRE : Pretoria

REQUIREMENTS : A three-year Bachelor’s Degree or a three-year National Diploma in Accounting / Financial Management or equivalent qualification. A minimum of 3 – 5 years’ experience in the finance environment. Generic Competencies: Planning and organizing, coordination, problem solving and decision making, project management, people management and empowerment, client orientation and customer focus, team leadership, diversity management, communication (verbal and written). Technical Competencies: Financial management, knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, General Accepted Accounting Practices (GAAP). General ledger reconciliation and analysis. Debtor control and creditor payments.

DUTIES : The incumbent will perform the following duties: Verify and approve payments transactions in line with internal controls related to financial and supply chain management. Perform general ledger reconciliation (including bank, suspense and interdepartmental account). Manage the collection, recording and banking of the amounts due to the Department, including write-off of irrecoverable amounts. Manage the creditor’s function in the Department.

ENQUIRIES : Ms SG Sibiya Tel No: (012) 334 0701

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta35@ursonline.co.za or via fax: 086 415 5709.

FOR ATTENTION : URS Response Handling Tel No: 012 811 1900
ANNEXURE C

DEPARTMENT OF DEFENCE

CLOSING DATE : 15 March 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 POST

POST 08/10 : SECRETARY

SALARY : R163 563 per annum (Level 05)

CENTRE : Personnel Service School, Thaba Tshwane

REQUIREMENTS : A minimum of Grade 12 with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. Special requirements (skills needed): computer Literacy. Language proficiency in English (written and verbal). Good telephone etiquette. Ability to handle variety of tasks and able to work under pressure. Good inter-personal skills, adaptability and resourcefulness. High level of reliability to act with tact and discretion. Good communication skills and time management. Be presentable, reliable and punctual.

DUTIES : Render effective and efficient secretarial services to the commandant. Take minutes in commandant’s meetings. Typing of variety of documents, including agendas, memos, letters, and reports. Handle and maintain the Commandant’s diaries, correspondence, controls files, process telephone calls and take messages. Arrange entry authorisations, receiving visitors and serving tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Act as a secretary when required. Ensure the commandant receives agendas and minutes timeously. Administer substance and travel allowances for the commandant. Remind the commandant of the scheduled meetings and
appointments and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Ensure faulty and malfunctioning equipment in the office are reported. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.).

ENQUIRIES
  : Commander T.C. Mhlongo Tel No: (012) 674 4695
  : Lieutenant Commander M.E. Munyai Tel No: (012) 674 4767

APPLICATIONS
  : Department of Defence, Personnel Service School, Private Bag X1024, Thaba Tshwane, 0143 or may be hand delivered to no: 7 Andries Pretorius Street, Thaba Tshwane, Pretoria.
ANNEXURE D

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

ERRATUM: kindly note that the post of Director: Biosecurity Services advertised in Public Service Vacancy Circular 06 dated 15 February 2019, the closing date should be 04 March 2019. We apologies for the inconvenience caused.

OTHER POSTS

POST 08/11 : CONTROL BIODIVERSITY OFFICER GRADE A: PROTECTED AREAS DECLARATION AND INFORMATION MANAGEMENT REF NO: BC04/2018

SALARY : R468 513 per annum (Total package of R639 600 per annum/ condition apply)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s Degree in Natural Sciences or equivalent relevant qualification. A minimum of 3 years’ relevant experience. Extensive knowledge of biodiversity and its associated management challenges, bioregional planning and the role of the protected area system of South Africa. Ability to interpret relevant legislation policies and strategies associated with protected areas, to guide subordinates with the implementation of legislation, policies and strategies and science research in relation to the system of protected areas. Good report writing skills. Ability to utilise financial systems and computer literacy including software packages. Knowledge and experience of GIS software and the practical use thereof would be an additional advantage. Knowledge of relevant procurement and financial management procedures. Project management, diplomacy, leadership and strategic management. Formal presentation skills / public speaking and ability to communicate, with national and international clients.

DUTIES : Ensure effective implementation and monitoring of expansion, consolidation and establishment of protected areas in each of the bioregions as identified by government in the national policies, legislation, strategies and programmes. Coordination and facilitate the development, strengthening and maintenance of an information management system for protected areas. Specialist advice to senior line function staff and stakeholders in protected areas in South Africa. Ensure the development and review of new strategies and plans for expansion of the protected areas. Management of environmental authorisations affecting national protected areas.

ENQUIRIES : Mr K Naude; Tel No: (012) 399 9558
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
FOR ATTENTION : Ms Mokgadi Seketa
NOTE : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 18 March 2019

POST 08/12 : SENIOR LEGAL ADMINISTRATION OFFICER (MR6): CORPORATE LEGAL SUPPORT REF NO: LACE06/2018

SALARY : R448 269 – R1 084 437 per annum (conditions apply)
CENTRE : Pretoria
An appropriate recognised LLB degree or equivalent qualification coupled with 8 years post graduate experience in the provision of legal services with supervisory skills (candidates with less than 8 years post graduate experience will not be considered). Preference will be given to candidates who are admitted attorneys or advocates. Candidates must have the ability to negotiate and draft contracts, international instruments and computer literacy is essential. Knowledge of PAIA, PAJA, the POPI Act and the Constitution is essential. Candidate must have the ability to interpret the provisions of the PFMA and Treasury Regulations as well as specific environmental legislation, issues affecting the environment and general environmental law. Good verbal and written communication and negotiation skills are essential. The ability to work in a team and independently is required. Candidates must be in possession of a valid Driver’s License and able to travel.

Provide legal support to ensure compliance with relevant legislation. Provide legal advice, opinions and prepare legal documents for the Department; advice on the drafting and vetting of contracts and international instruments; provide strategic legal support to the Department; facilitate compliance with PAIA and PAJA; and POPI Act and provide legal education to Departmental officials.

Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance.

The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE: 18 March 2019

POST 08/13: ASSISTANT DIRECTOR: PROGRAMME MONITORING AND EVALUATION

REQUIREMENTS: An appropriate 3-year Bachelor’s Degree/National Diploma in Social and /or Economic Sciences, Development Studies, Monitoring and Evaluation, Statistics and Research. Knowledge and experience in project management, database management and analysis software packages, such as MS Access, Excel, STATA and ATLAS TI. Ability to customise and generate reports to meet users’ needs. Extensive experience in conducting social research (minimum two years) from both public and or private. Knowledge of GWM&E. Knowledge of Programme Performance Management Framework. Report-writing skills. Demonstrated knowledge of and experience in applying Monitoring and Evaluation principles in social research. Analytical capability. Good communication and presentation skills (ability to communicate in one of the indigenous languages will be an added advantage). Ability to develop newsletters. Knowledge and experience in contract management. Good stakeholder liaison, co-ordination and problem-solving skills. Good computer skills. Good interpersonal relations. Ability to work under pressure and long hours, as well as willingness to travel long distances for an extended period(s). A valid driver’s license a must.

DUTIES: Participate in the design and implementation of evaluations. Participate in the process of collecting data and developing implementation monitoring reports. Conduct Monitoring and Evaluation studies in order to enhance the performance of the branch. Generate, customize and communicate reports to the relevant
stakeholders. Participate in the process of coordinating the implementation of recommendations from various Monitoring and Evaluation reports. Source articles for the M&E newsletter. Contribute in the process of reviewing Monitoring and Evaluation Framework. Contribute to the development of the 3 year M&E plans. Responsible to supporting the regions with data verification and provision of feedback on a regular basis. Preparation of branch monthly/quarterly performance reports.

ENQUIRIES : Mr N Sithole Tel No: 012 399 9746
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
FOR ATTENTION : Ms Lerato Ngobeni
NOTE : Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 18 March 2019
POST 08/14 : ASSISTANT DIRECTOR: ASSET AND ACQUISITION MANAGEMENT REF NO: CFO12/2018
SALARY : R356 289 per annum (R503 435 all inclusive package)
CENTRE : Cape Town

DUTIES : Maintaining the Asset Register; Facilitate and coordinate movement of assets; facilitate and coordinate timeous bar-coding of assets. Provide training and assistance to Asset and Inventory Controllers; Conduct quarterly spot checks and annual asset verification; Conduct quarterly inventory stock takes; Facilitate disposal of redundant/obsolete furniture and equipment; Handle enquiries on disposal of assets to institutions. Monthly BAS and LOGIS reconciliation of assets; Monthly and quarterly reporting; Administration of theft and losses of assets. Verification of Log2s to ensure correct ICNs, asset categories and locations.

ENQUIRIES : Ms N Mabece Tel No: (021) 814 8322
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town.
FOR ATTENTION : Human Resource Management
NOTE : Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make
an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

**CLOSING DATE**: 18 March 2019

**POST 08/15**: ASSISTANT DIRECTOR: ACCOUNTING AND CASH MANAGEMENT REF NO: CFO08/2018

**SALARY**: R356 289 per annum (all inclusive package of R503 435)

**CENTRE**: Cape Town

**REQUIREMENTS**: National Diploma in Cost and Management Accounting or an equivalent qualification in an appropriate field related to this post. Plus extensive experience (minimum 3 years) in Financial Management or related field. Knowledge of financial management, accounting and business practices. Knowledge of strategic planning and budgeting processes. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Financial Management, Cash and accrual accounting standards, planning and budget procedures in the public sector, as well as revenue and cash management experience. Must have extensive experience operating transversal financial systems (BAS and LOGIS). Proven planning and organising, communication, interpersonal, conflict resolution, supervisory and analytical skills. Must be computer literate and be able to work well individually and in a team as well as under extreme pressure. Must be able to maintain good inter-governmental relations and work effectively with stakeholders.


**ENQUIRIES**: Ms A Mapeling Tel No: (021) 814 8306

**APPLICATIONS**: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

**FOR ATTENTION**: Human Resource Management

**NOTE**: Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

**CLOSING DATE**: 18 March 2019

**POST 08/16**: SENIOR PROVISIONING ADMINISTRATION OFFICER: BID & CONTRACT MANAGEMENT REF NO: CFO10/2018

**SALARY**: R299 709 per annum (R434 785 all inclusive package)

**CENTRE**: Cape Town

**REQUIREMENTS**: National Diploma in Supply Chain Management or related field plus a minimum of 2 years’ experience in Supply Chain Demand and Acquisition management, Contracts management and Administration of Central Suppliers’ Database (CSD). Good knowledge of administrative procedures, insight of procurement procedures. Knowledge of Supply Chain government policies and prescripts, Treasury Regulations, Public Finance Management Act (PFMA), Logis. Computer literacy in
MS Office suites. Excellent communication, organizational, interpersonal and planning skills. Supervision of staff and developing performance agreements. Must be client focused and to resolve conflicts and work under pressure.

**DUTIES**: Administration of contracts and maintain a list of all transversal contracts. To ensure regular updating of contract and deviation register. Contract Administration (CRA System on National Treasury Website). Ensure that SLA’s are amended according to amendments in contracts. Effectively monitor the expiry of contracts. Ensure that project managers send in copies of relevant documents upon expiry of contracts. Proper administration of database and ensure rotation of suppliers and maintain user profiles on the database. Do monthly analysis on rotation of suppliers utilized per directorate. Verify BEE scores per request received, supplier banking details on CSD and supplier linking on Procurement Integration. Requesting of RFQ/RFP/RFI, receiving, evaluation, calculation and verification of Preference Points of (Price Quotations) in line with the PPPFA regulation 2017. Provide secretariat service or support during the Bid Specification Meeting. Supervise, develop and conduct personnel performance of staff.

**ENQUIRIES**
Ms. N Mabece Tel No: (021) 814 8322

**APPLICATIONS**
Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

**FOR ATTENTION**
Human Resource Management

**NOTE**: Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

**CLOSING DATE**: 18 March 2019

**POST 08/17**
SENIOR STATE ACCOUNTANT: ACCOUNTING AND CASH MANAGEMENT
**REF NO**: CFO11/2018

**SALARY**: R299 709 per annum (all inclusive total package of R434 785)

**CENTRE**: Cape Town

**REQUIREMENTS**: National Diploma in Cost and Management Accounting or an equivalent qualification in an appropriate or related field. A minimum of 3 years relevant experience in Financial Management or related field. Revenue and cash management experience will be advantageous. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Financial management, Cash and accrual accounting standards, planning and budget procedures in the public sector. Experience working on transversal financial accounting systems (BAS and LOGIS). Good organizational, communication, problem-solving, analytical and reporting skills. Must be computer literate and be able to work well individually and in a team as well as under pressure. Proven planning and organising, communication, interpersonal, conflict resolution, and client orientation and customer focus.

**DUTIES**: Ensure Compliance in the workflow process of LOG2 verifications. Render Administration Budget Planning function for the various branches in the Department. Ensure proper and effective functioning of the petty cash office. Ensure proper effective control and safeguarding of all authorized payment documents. Ensure proper administration of all revenue received by the Department.

**ENQUIRIES**: Ms A Mapeling Tel No: (021) 814 8306

**APPLICATIONS**
Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

**FOR ATTENTION**: Human Resource Management
NOTE: Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

CLOSING DATE: 18 March 2019

POST 08/18: BIODIVERSITY OFFICER PRODUCTION GRADE A: BIO-SAFETY AND AIS
REF NO: BC06/2018

SALARY: R256 815 per annum (Total package of R382 740 per annum/ condition apply)
CENTRE: Pretoria
REQUIREMENTS: A Bachelor’s Degree/ National Diploma or equivalent relevant qualification with appropriate experience in biosafety, Genetics, Plant Pathology, Plant physiology and Biochemistry microbiology, biotechnology, management and research entailing alien and invasive species Knowledge of the following: National Environmental Management Biodiversity Act, 2004 (Act 10 of 2004) and the Genetically Modified Organisms Act, 1997(Act 15 of 1997); Good understanding of the utilization of genetically modified organisms and environmental risk assessment and their management; Good understanding of biodiversity conservation, ecological interactions at population, community and ecosystem level especially related to Alien Invasive Species; Project Management and sound organizing and planning skills; Good verbal and written communication skills; Computer literacy. A valid driver’s license.

DUTIES: To assist with the core business of the sub-directorate in terms of supporting the implementation of the Biosafety laws, legislations and management of biosafety functions within the department. Provide support to the competent authorities to control and eradicate existing invasive species listed in terms of the National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004). Conduct environmental risk assessment on GMO applications submitted in terms of the GMO Act; Conduct environmental risk assessment on Alien and Invasive Species applications. Provide technical support on the national implementation of international agreements i.e. Cartagena Protocol on Biosafety and the programme of work on invasive alien species under the Convention on Biological Diversity. Facilitate within the Sub-directorate: AIS and Biosafety, the coordination of national stakeholder consultations.

ENQUIRIES: Ms N Tshidada Tel No: (012) 399 9572
APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

FOR ATTENTION: Ms Mokgadi Seketa
NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE: 18 March 2019
POST 08/19

BIODIVERSITY OFFICER: PRODUCTION GRADE A: BIODIVERSITY PLANNING AND STEWARDSHIP

REF NO: BC07/2018

SALARY

R256 815 per annum (Total package of R382 740 per annum/ condition apply)

CENTRE

Pretoria

REQUIREMENTS

A Bachelor’s Degree/National Diploma in Natural/Environmental Sciences or equivalent qualification in the related field. Exposure in biodiversity management, specifically to conservation management as it relates to the evaluation of development impacts through the EIA process and the use of biodiversity planning tools, as follows: Knowledge of the National Environmental Management Act (107 of 1998), National Environmental Management: Biodiversity Act (10 of 2004) and the National Environmental Management: Protected Areas Act (57 of 2003) An understanding of biodiversity and conservation management policies and legislative frameworks in environmental management. Planning and coordination skills, Good interpersonal relations, Well-developed communication skills, the ability to work independently and efficiently under pressure. Knowledge of managing projects; Good Communication Skills (verbal and written); Knowledge of Administrative Procedures. Good report writing. The ability to work independently and in a team, A valid driver’s licence and willingness to travel within South Africa and internationally would be added advantages.

DUTIES

Assist in the implementation of certain aspects of the National Environmental Management: Biodiversity Act, and the coordination and development of other relevant legislation, policies, strategies, programmes, norms and standards. Assist in the implementation of international conventions and agreements relating to conservation management; Provide technical and scientific support to the Local Government Programs; Provide scientific and technical support to the expansion of National Botanical Gardens as part of the conservation estate; Provide sound specialist advice to line function staff and stakeholders outside the Public Service on relevant national policies, legislation, strategies, programmes, norms and standards relating to conservation management of ecosystems; Assist in liaising with relevant stakeholders, as well as promote national policies and interests at relevant domestic and international; Assist with the administration and implementation of relevant international agreements; Assist in making all administrative arrangements within the sub-directorate and in promoting and negotiating national interests in relevant sub-regional, regional and global arenas. Provide support with the National Biodiversity Stewardship Programme, National Biodiversity Framework, Bioregional Plans, Biodiversity Conservation Plans, Mining and Biodiversity issues, Biodiversity impacts in the EIA process.

ENQUIRIES

Ms S Naidoo Tel No: (012) 3999580

APPLICATIONS

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

FOR ATTENTION

Ms Mokgadi Seketa

NOTE

Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE

18 March 2019
POST 08/20

BIODIVERSITY OFFICER: PRODUCTION GRADE A: TOPS POLICY DEVELOPMENT REF NO: BC08/2018

SALARY:
R256 815 per annum (Total package of R382 740 per annum/ condition apply)

CENTRE:
Pretoria

REQUIREMENTS:
A Bachelor’s degree/National Diploma in Natural Sciences or equivalent qualification, or a degree in Environmental Law. Knowledge of biodiversity conservation and sustainable use of indigenous biological resources, within the legislative framework of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004) (NEMBA), and its associated Threatened or Protected Species (TOPS) Regulations, and applicable norms and standards. Experience in policy or legislative development will be an added advantage. Knowledge of applicable MEAs, in particular the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and the Convention on Biological Diversity (CBD). Knowledge in policy and legislative development. Knowledge of administrative procedures. Good report writing and analytical thinking. Public speaking, Organising and planning skills. Computer skills and good communication skills: verbal and written. The ability to work independently and under supervision. A valid Driver’s license and willingness to travel.

DUTIES:
Provide support by participating in the development of national policies; legislation; strategies; programmes and standards or any other tools relating to the conservation and sustainable use of biodiversity resources related to threatened or protected species. Coordinating stakeholder meetings in the development of legislation pertaining to threatened or protected species; Arranging and coordinating meetings or workshops relevant to the sub-directorate and participate in Subdirectorate activities involving responsibilities, projects, tasks and processes; Provide specialist advice for senior and line function staff, stakeholders inside and outside the Public service on the conservation and sustainable use of biodiversity resources relating to listed threatened or protected species; Participating in developing appropriate national positions on issues pertaining to multi-lateral environmental agreements (MEAs), in particular CITES and CBD.

ENQUIRIES:
Mr K Mahamba Tel No: (012) 3998845

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

FOR ATTENTION:
Ms Mokgadi Seketa

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

CLOSING DATE:
18 March 2019

POST 08/21

SENIOR PROVISIONING ADMINISTRATION CLERK: ASSET MANAGEMENT REF NO: CFO09/2019

SALARY:
R196 407 per annum (R309 445 all inclusive package)

CENTRE:
Cape Town

REQUIREMENTS:
Grade 12 Senior Certificate plus a minimum of 1-2 years’ relevant experience in Procurement, Administration, and LOGIS. Computer literacy (Excel, Ms Word). Knowledge of Procurement procedures and SCM policies. Good communication skills (written and verbal). Skills in compiling spread sheets and preparation of budget and compiling reports Training, including planning and organisational.
Ability to work under extreme pressure, sense of responsibility and loyalty. Ability to work individually and in a team.

**DUTIES**
- Receipt of goods such as office furniture and equipment, bar-code all new assets;
- Conduct annual asset verification and quarterly spot checks;
- Disposal of redundant/obsolete furniture and IT equipment;
- Control and monitoring of official notebooks;
- Updating of the asset register on LOGIS in line with movements;
- Capturing new ICN’s for assets. Receiving of goods (RCRI) on LOGIS. Report on losses and damages. Inventory Management functions include: Quarterly stocktaking of regional stores; Assist with downloading and printing of monthly reports.

**ENQUIRIES**
Ms. N Mabece Tel No: (021) 814 8322

**APPLICATIONS**
Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

**FOR ATTENTION**
Human Resource Management

**NOTE**
Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

**CLOSING DATE**
18 March 2019
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

APPLICATIONS:
Applications must be e-mailed timeously to recruit@gtac.gov.za, or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria, or potential candidates may apply online at https://www.gtac.gov.za/careers. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at www.gtac.gov.za for more information.

CLOSING DATE:
15 March 2019 at 12h00

NOTE:
Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm Permanent employment. Recommended candidates may be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

POST 08/22:
REGISTRY CLERK (HUMAN CAPITAL MANAGEMENT & CORPORATE SERVICES) REF NO: G002/2019

Term: 12 Months Fixed Term Contract

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

CENTRE:
Pretoria

REQUIREMENTS:
A National Certificate (Grade 12), No experience required. Computer literate will be added as an advantage.

DUTIES:
Registry Services: Handle incoming and outgoing of correspondence, receive all mail, sort registry and dispatch documents, receive and register incoming documents. Update registers and statistics, attend to client’s requests. Receive and register hand delivery mails/files. Filing and Record Management Services: Render an effective filing and records management services, open and close files according to records classification, filling, tracing and retrieval of documents and files (electronically and manually), file numbering(indexing) according to the GTAC File Plan, keep and maintain personal records in the HCM Component. Administer electronic and paper-based business documents including: Conducting electronic data clean ups and back-ups, monitor and ensure cleaning of common drive, electronic scanning of files, Printing/ copying of hard copies, paper trail and document tracking of incoming and outgoing records. Process Documents for Archiving: Sort and package files for archiving and/ disposal, compile list of documents to be archived and submit to supervisor. Administrative Support: Typing of letters and/ or other correspondence when required, process and submit leave applications for the component, maintain leave register for the component, maintain and update File Plan of the component.

ENQUIRIES:
Kaizer Malakoane Tel No: (012) 315 5442
DEPARTMENT OF HEALTH

It is the Department’s intention to promote equity (race, gender and disability) through the filing 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.

APPLICATIONS: The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria.

FOR ATTENTION: Ms M Shitiba

CLOSING DATE: 18 March 2019 @ 12:00pm Mid-Day

NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s licence. (Certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

POST 08/23: ASSISTANT DIRECTOR: MEDICAL MALE CIRCUMCISION QUALITY ASSURANCE REF NO: NDOH 3/2019
Directorate: Medical Male Circumcision
(Contract Post Ending 31 March 2020)

SALARY: R356 289 per annum (plus 37% in lieu of benefits)
CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree in Health Science. At least one (1) year experience in conducting External Quality Assurance (EQA), Internal Quality Assurance (IQA), Data Quality Assurance (DQA) and Continuous Quality Improvement (CQI). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the National Medical Male Circumcision programme, National Development Plan, National Strategic Plan and quality assurance. Good communication (verbal and written), coordination, planning, organization, networking, presentation and computer skills (MS Office packages). A valid driver’s licence.

DUTIES: Develop Standard Operation Protocols (SOP) and Information Education and Communication (IEC) material. Review and update current Medical Male Circumcision (MMC) quality assurance materials. Ensure capacity building of Provincial, District and facility staff. Conduct quarterly CQI trainings in high volume provinces. Facilitate facility level mentoring of staff on CQI working in high volume facilities in high volume provinces throughout the year. Conduct EQA DTA and CQI and compile reports and disseminate to provinces. Monitor adverse events and follow-up rates monthly using reporting tool.

ENQUIRIES: Mr D Loykissoonial Tel No: (012) 395 9186
POST 08/24 : ASSISTANT DIRECTOR: MEDICAL MALE CIRCUMCISION DEMAND CREATION REF NO: NDOH 4/2019  
Directorate: Medical Male Circumcision  
(Contract Post Ending 31 March 2020)

SALARY : R356 289 per annum (plus 37% in lieu of benefits)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s Degree in Social Science. At least one (1) year experience in ACSM (Advocacy, Communication, Social Mobilisation). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the National Medical Male Circumcision programme, National Development Plan, National Strategic Plan, Theory of change, Behaviour economics and Public Finance Management Act. Good communication (verbal and written), coordination, planning, organization, networking, presentation and computer skills (MS Office packages). A valid driver’s licence.

DUTIES : Develop and ensure implementation of the National Demand Creation strategy. Formulate and coordinate a Technical Advisory Group to work on developing the strategy. Ensure capacity building of Medical Male Circumcision (MMC) social mobilisers. Review social mobilization training material and develop a standardized national demand creation training manual. Establish and coordinate the National Demand Creation Working Group. Review and revise provincial business plans to ensure alignment with National Department of Health activities. Develop and roll out DOH led mass media campaign and social mobilization.

ENQUIRIES : Mr D Loykissoonlal Tel No: (012) 395 9186
ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(UMFOLOZI TVET COLLEGE AND MNAMBITHI TVET COLLEGE)

OTHER POSTS

POST 08/25: SENIOR ADMINISTRATION CLERK: FACILITIES & INFRASTRUCTURE REF NO: 2019/035

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

CENTRE: Central Office

REQUIREMENTS: Grade 12 Certificate or equivalent qualification. One-year experience in Supply Chain Administration or Facilities and Infrastructure. Valid Driver’s License. Knowledge of the Public Sector Supply Chain Management and its regulatory and legislative framework. Working knowledge of contracting concepts and Facilities and Infrastructure. Good to strong analytical and communication skills. Ability to draft simple contractual instruments in accordance with prescribed templates and guidelines. Proven computer literacy, including working knowledge of MSWord and MS Excel. Project management and administration skills.

DUTIES: Facilities and Infrastructure Administration: Engage in budget preparation of the maintenance programme by involving all stakeholders in the College. Consolidate the Annual College Maintenance Programme according to its high priority backlog maintenance programme. Facilitate the Annual College Maintenance programme. Compile and maintain a College Facilities and Infrastructure register. Do Facilities condition audit on College-owned facilities yearly. Estimate each year the College’s backlog maintenance liability. Identify Maintenance Priorities by assigning priority rating next to them. Identify Building Maintenance deficiencies and place appropriate works programmes. Maintain the best standard possible while meeting statutory obligations and the operational needs of the College community. Ensure that Maintenance Strategies are met to ensure that workplace health and safety is not comprised and disruptions to College activities are minimised where practicable. Ensure that basic facilities, such as water and heating, are well maintained. Ensure that facilities meet Government Regulations and Environmental, Health and Security standards. Help sites to relocate to new offices and make recommendations to management. Define the Terms and Conditions for the hiring and renting out of college facilities. Optimise the financial impact that Facility hiring may have on the College. Oversee and agree to contracts of providers for services including sheltered parking to the College, tuckshops, halls, telephones, and cell phones. Oversee Building projects, Renovations or Refurbishments. Liaise with internal and external stakeholders in relation to queries and address issues raised. Administer Facilities and Infrastructure meetings. Secretariat Duties. Administer and maintain both students and staff member’s accommodation leases. Assist in developing and maintaining project document filing systems. Respond to and prepare correspondence as needed or when directed by College Principal or Assistant Manager General Administration. Draft reports and make written recommendations to management where necessary. Report on quarterly basis to DHET, College Principal, and Assistant Manager General Administration on the process of Construction taking place in the College (PICC). Information Management and Record Keeping: Ensure that all filed and in circulation correspondence is traced and followed up. Maintain statistical records for the college and maintain files. Reference source documentation, reports and or instructions and update files inserting current and relevant information and seek approval on the destruction of old or outdated correspondence/ documentation. Retrieve supporting documentation and records on request to facilitate and support query resolution or discussions.

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

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

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 license (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.

CLOSING DATE : 22 March 2019 at 13:00pm

POST 08/26 : SENIOR ADMINISTRATION CLERK, DATA CAPTURER REF NO: 2019/036

SALARY : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector
CENTRE : Central Office
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. One-year experience in Supply Chain Administration or Data Capturer Administration. Valid Driver’s License. Knowledge of the Public Sector Supply Chain Management and its regulatory and legislative framework. Working knowledge of contracting concepts and Facilities and Infrastructure. Good to strong analytical and communication skills. Ability to draft simple contractual instruments in accordance with prescribed templates and guidelines. Proven computer literacy, including working knowledge of MSWord and MS Excel. Project management and administration skills.

DUTIES : Data Entry: Transfer data from paper formats into computer files/database system. Type in data provided directly from customers. Update existing data. Sort and organize paperwork after entering data. Obtain further information for incomplete documents. Check completed work for accuracy. Delete incorrectly posted or obsolete data and re-enter correct information. Identify missing information and report to data manager and clinicians. Data and document Administration and Management: Responsible for filing ensuring that a reliable paper trail exists for all data. Respond to queries related to Suppliers Database, Daily back-ups of database. Ensure that access to hard copies of data is seamless and maintain confidentiality of all data. General Administrative support as required.

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

POST 08/27 : SENIOR ADMINISTRATION CLERK: CONTRACT MANAGEMENT REF NO: 2019/037

SALARY : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector
CENTRE : Central Office
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Valid Driver’s License. Administration Skills. Proven Computer literacy, including knowledge of MS Word and MS Excel.

DUTIES : Contract Administration: To be secretariat to the formulation of contracts management policy and assist with the implementation of the policy and procedures. To assist with drawing up of procedures of contracts management policy. To co-ordinate facilities & infrastructure units in terms of revenue generated
out of facilities letting. To co-ordinate projects entered by the College with other stakeholders in reconciling income received and expenses incurred.

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

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

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 license (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.

CLOSING DATE: 22 March 2019 at 13:00pm.

POST 08/28: PLACEMENT ADMINISTRATION CLERK REF NO: MTVET 05/2019 (X2 POSTS)
Nature of Post: Permanent (Council Appointment)

SALARY: R163 563 per annum (Level 05) plus applicable service benefits

CENTRE: Student Support Services

REQUIREMENTS
Grade 12/Senior Certificate or NC (V) Level 4 or equivalent qualification PLUS a three year Diploma/N Diploma or equivalent qualification. At least one (1) year work experience in the work placement environment. Have extensive experience on national guidelines of WIL, understanding all SETA processes with reference to placement of learners. Have knowledge and understanding of the TVET sector and its Student Support Framework. Experience in rendering a support service to senior management. Knowledge of relevant policies. Language skills, Computer skills, Good telephone etiquette, Good people skills, Ability to act with tact and discretion, Self-management and motivation.

DUTIES
Assist the Work Placement Officer in fulfilling duties pertaining to work placements and other related functions. Monitoring the progress of work placement through the college. Attend work placement meeting with various stakeholders. Conduct. Support the development and maintenance of a database of appropriate host employers and industry links. Conduct placements visit to monitor the progress of students and deals with effectively with any issues or concern that may arise. Ensures the effective flow of information and documents to and from the office to stakeholders. Ensures a safekeeping of all documentation in the office of the manager in line with relevant registrations and policies. Obtain input, collate and compile reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Do filing of documents for the manager and units where required. Collects analyses and collates information requested by the supervisor. Communicate effectively with interns;
host employers, SETAs and various stakeholders on the work. Arranging preparation for work readiness workshops and issuing work log-books to students. Ensure that the orientation and induction of interns and host employers happen so that they understand the work placement process, the level of support available and are fully equipped to undertake successfully work placement.

**ENQUIRIES**

HR Unit at (036) 631 0360

**APPLICATIONS**

Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith, 3370.

**NOTE**

Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

**CLOSING DATE**

15 March 2019 at 12:00

**POST 08/29**

**OCCUPATIONAL PROGRAMMES OFFICER REF NO: MTVET 06/2019 (X2 POSTS)**

Nature of Post: Permanent (Council Appointment)

**SALARY**

R163 563 per annum (Level 05) plus applicable service benefits

**CENTRE**

Business Unit

**REQUIREMENTS**

Grade 12/Senior Certificate or NC (V) Level 4 or equivalent qualification. Three – five (3-5) years relevant experience; Understanding of SETA and QCTO accreditation requirements/ documentation and accreditation processes; SETA liaison and Quality Assurance experience; Good administrative and organizational skills (verbal and written); Proficiency in English; Sound interpersonal skills; presentation skills, TVET sector experience; able to work in a team and able to work independently. Computer literacy in Ms Office packages; A valid driver’s license.

**DUTIES**

Engage with the SETA/QCTO quality assurance function; Monitor and identify opportunities for placement; Negotiate employment opportunities with employers; Co-ordinate and implement job readiness programmes; Conduct research on existing qualifications on the National Qualification Framework and QCTO regarding identified training needs and programmes; Responsible for networking with SETAs, QCTO, SAQA, Communities and industry with regard to programme approval and accreditation; Obtain programme approval available for Occupational Programmes; Coordinate alignment in co-operation with Heads of Department and Programme Managers.

**ENQUIRIES**

HR Unit at (036) 631 0360

**APPLICATIONS**

Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith, 3370

**NOTE**

Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

**CLOSING DATE**

15 March 2019 at 12:00
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 March 2019

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

OTHER POSTS

POST 08/30 : ADMINISTRATIVE OFFICER REF NO: 19/29/FS

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

CENTRE : Magistrate’s Office: Bethlehem

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. Skills and Competencies: Sound Knowledge of Financial Management Vote and Trust Account; Sound knowledge of Human Resource Management; Computer Literacy Microsoft packages; Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; 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; Management of 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 08/31: ADMINISTRATIVE OFFICER REF NO: 19/30/FS

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

CENTRE: Magistrate’s Office: Steynsrus

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. Skills and competencies: Sound Knowledge of Financial Management Vote and Trust Account; Sound knowledge of Human Resource Management; Computer Literacy Microsoft packages; Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; 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; Management of 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 08/32: CHIEF ADMINISTRATION CLERK REF NO: 19/28/FS

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

CENTRE: Magistrate’s Office, Bloemfontein

REQUIREMENTS: Grade 12 certificate or Equivalent Qualification with minimum 3 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 Arrears: 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 Dywili at (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.

POST 08/33: SENIOR COURT INTERPRETER REF NO: 19/27/FS

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

CENTRE: Bloemfontein Cluster, Magistrate’s Office, Bloemfontein

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: Bloemfontein: English, Afrikaans, Sesotho and Sign Language.

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
Ms NM Dywili @ (051) 407 1800

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

ERRATUM: Kindly note that the post of Assistant Director: Labour Market Information Statistics with Ref No: HR4/4/6/23 for Provincial Office: Limpopo advertised on Public Service Vacancy Circular 04 dated 01 February 2019 was advertised with incorrect qualification requirements. The correct qualification requirements are as follows: Three (3) year tertiary qualification in Social Sciences/Statistics/Economics.

MANAGEMENT ECHELON

POST 08/34: CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/19/03/13HO

SALARY: R1 189 338 per annum (All inclusive)
CENTRE: Provincial Office: Free State

DUTIES: Develop and manage the effective implementation of Inspection and Enforcement Services including the specialization model. Manage Labour Market Information system services in the Province. Develop and manage effective implementation of
Public Employment Services. Manage implementation of Management Support Services and financial management in line with relevant prescripts. Manage strategic plan of integrated beneficiary service in the Province in line with the relevant prescripts. Develop strategic plan to reach the community of the Province. Promote sound work ethics on service delivery. Establish and maintain partnerships and working relations with key relevant stakeholders. Manage all resources within the Chief Directorate.

ENQUIRIES
Ms M Bronkhorst Tel No: (012) 309 4969

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

OTHER POSTS

POST 08/35
DEPUTY DIRECTOR: COID REF NO: HR4/4/6/40

SALARY:
R826 053 per annum (all inclusive)

CENTRE:
Provincial Office: Limpopo

REQUIREMENTS:
Three (3) year tertiary qualification in Public Management/ Business Management/ Operations Management/Nursing Diploma/ HRM. Three (3) years functional experience in the disability claims and or medical insurance (including disability claims) processing environment. Two (2) years management experience in the disability claims and or medical insurance (including disability claims) processing environment. Knowledge: COIDA guidelines on application of COID (for government departments), Public Service regulation, Public Service Act, Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Promotion of Administrative Justice Act (PAJA), DoL and Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Technical Knowledge. Skills: Leadership, Operational management, Creative and Innovation, Analytical thinking, Financial Management, Change Management, Service delivery innovation (SDI), Planning and organising, Problem solving, Decision making, People management and empowerment (including developing others), Communication (written and verbal), Risk Management, Computer literacy.

DUTIES:
Manage efficient provision and coordination of compensation benefits in the Province. Manage the operations of COID Business Unit in the Province. Provide operational and technical support to Processing Labour Centres within the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate.

ENQUIRIES
Mr. GS Mathumbu Tel No: (015) 290 1664

APPLICATIONS:
Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700

FOR ATTENTION:
Sub-directorate: Human Resources Management, Limpopo

POST 08/36
DEPUTY DIRECTOR: BUSINESS ANALYST (TEST MANAGER) REF NO: HR 4/19/02/04 HO

SALARY:
R697 011 per annum (All inclusive)

CENTRE:
Head Office

REQUIREMENTS:
Three (3) year relevant tertiary qualification in Information Technology. Certified Tester Foundation Level Certification. Advanced Test Manager Certificate. ITIL and Cobit Certificates will be an added advantage. Five (5) years functional experience with system testing methodologies and system delivery life cycle and as a tests analyst or system tester. Knowledge: Public Financial Management Act, Prescribed Technical standards and procedures, HR policy Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Project Management Principles, Database design. Skills: Analytical thinking, Competent to work at the highest level of most phases of system development, Excellent verbal and written communication, Team player, Problem solving, Ability to work under tight deadlines and handle multiple assignments,
Ability to influence at all levels of the organization, Understanding of software development lifecycle, Negotiation, Conflict management, Soft skills.

**DUTIES**

- Work closely with clients to determine requirements and ensure that solutions delivered meet the expectations from a business and technical perspective.
- Ensure successful completion quality assurance deliverables and processes. Manage the team’s client deliverables, resource forecasting and performance management. Prioritizes and negotiates work with development team and release management.

**ENQUIRIES**

Mr. A Maholela Tel No: (012) 337 1422

**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

**POST 08/37**

**PRINCIPAL COID**: EMPLOYER AUDITOR REF NO: HR4/4/10/113

**SALARY**

R444 693 per annum

**CENTRE**

Provincial Office: Western Cape

**REQUIREMENTS**


**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**

Ms. Z Maimane Tel No: (021) 441 8125

**APPLICATIONS**

Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Corner Riebeek and Long Street

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Western Cape

**POST 08/38**

**PRINCIPAL INSPECTOR**: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/10/112

**SALARY**

R444 693 per annum

**CENTRE**

Provincial Office: Western Cape

**REQUIREMENTS**

Three years relevant tertiary qualification in Environmental Health/Occupational Health /Hygiene/Analytical Chemistry/Chemical Engineering and valid drivers' license. Two (2) year management experience. Two (2) years functional experience in Health and Hygiene inspection/services. Knowledge: Public Service Acts and Regulation, Departmental policies and procedures, Batho Pele principles, OHS Act Regulations, ISO 180001. Skills: Analytical, Innovative, Interpersonal relations, Client focused/centric, sense of responsibility, organisational Goal driven, Disciplined and ability to meet deadlines, Assertive.

**DUTIES**

- Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Act, Regulations and Standards. Conduct complex inspections for Health and Hygiene regulatory as per inspection programme. Conduct technical research on the latest trends of Occupational Health and Safety in terms of Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES**

Ms. Z Maimane Tel No: (021) 441 8125

**APPLICATIONS**

Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Corner Riebeek and Long Street

**FOR ATTENTION**

Sub-directorate: Human Resources Management, Western Cape
POST 08/39: ASSISTANT DIRECTOR: WORK-SEEKER REGISTRATION CO-ORDINATOR
REF NO: HR4/4/10/114

SALARY: R444 693 per annum
CENTRE: Provincial Office: Western Cape

DUTIES: Provide operational and technical support to Labour centres for the delivery of effective work-seeker registration services. Facilitate the provision of IT Infrastructure and implementation of innovations to render effective registration services. Facilitate the training of ESSA and users (internal and external) on work-seeker registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.

ENQUIRIES: Ms. Z Maimane Tel No: (021) 441 8125
APPLICATIONS: Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Corner Riebeek and Long Street
FOR ATTENTION: Sub-directorate: Human Resources Management, Western Cape

POST 08/40: ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: HR4/4/8/227

SALARY: R356 289 per annum
CENTRE: Provincial Office: Free State

DUTIES: Coordinate and monitor the implementation of Human resource initiatives in the Province. Administer implementation of performance management system. Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the Coordinations and facilitation of Orientation and Induction programmes in the Province. Monitor and evaluate the impact of training implemented in the Province. Management all the resources of the Subunit.

ENQUIRIES: Mr. S Segalo Tel No: (051) 505 6206
APPLICATIONS: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION: Sub-directorate: Human Resources Management, Bloemfontein
NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

APPLICATIONS

All applications must be submitted to the Recruitment Response E-mail or fax as stated. E-mail: recruit25001@npa.gov.za or fax: (012)843 4791

CLOSING DATE

15 March 2019

NOTE

For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters.

Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant’s attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprinting will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed.

OTHER POST

POST 08/41

PERSONAL EXECUTIVE ASSISTANT REF NO: RECRUIT 2019/01
Office of the NDPP

SALARY

R697 011 per annum (Level 11) (Total Cost Package)

CENTRE

Head office Pretoria

REQUIREMENTS

An appropriate B degree (NQF level 7)/ Three (3) years Diploma or equivalent qualification on a minimum NQF level 6. Five years relevant working experience. A minimum of 3 years office support and administration experience. Previous experience in dealing with stakeholders at senior/executive level. Experience in managing/administration of projects. Above average communication and interpersonal skills. Computer literacy in MS Office. Ability to type speedily and correctly any documents as dictated to by the NDPP. To accompany the NDPP on official visits when necessary (on short notice and over weekends). Be available when required to provide assistance to the NDPP. Knowledge of basic financial management. Excellent planning and organisational skills. Valid driver’s license and be prepared to work long hours and over weekends, if necessary. The ability to think in a structured manner to ensure the smooth running of the NDPP’s day. Have discretion and the ability to maintain confidentiality. The ability to multi-task. To be pro-active in enhancing efficiencies in the NDPP’s office.

DUTIES

Manage administrative and related activities and processes in the office of the NDPP, as well as any personal matters, as necessary. Develop and maintain an efficient administration and information management system for the office. Manage the diary and organise meetings and other logistics for the NDPP’s office. Record and action the proceedings of strategic tasks into line responsibilities. Facilitate access and interface with other Business Unit Heads within the NPA as well as other external stakeholders. Co-ordinate and redirect correspondence addressed to the NDPP to the relevant offices. Handle telephonic and other
enquiries. Facilitate the process of monitoring specific identified projects and activities on behalf of the NDPP and bring to the attention of the NDPP any deviations. Draft acknowledgement letters and other correspondence on the instruction of the NDPP. Ensure that the NDPP timeously has all relevant documentation required for meetings. Attend to all the travel arrangements for the NDPP correctly and timeously.

ENQUIRIES: Jacobus Hayward Tel No: 012 845 6178
NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

CLOSING DATE: 15 March 2019 at 12:00pm

NOTE: Applications should be accompanied by a comprehensive CV, fully completed Z83 (non-negotiable) and certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the e-mail address mentioned below. No late applications will be accepted. The National Treasury No longer accepts hand delivered or posted applications. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 08/42: DIRECTOR: PUBLIC SECTOR PERSONNEL POLICY REF NO: S014/2019
Division: Budget Office (BO)
Purpose: To provide advice and analysis on public sector personnel policy and their financial implications thereof in the liaison with the DPSA on personnel and general public sector reform issues.

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

REQUIREMENTS: A minimum 5 years’ experience at a middle management level (Deputy Director) obtained in Budgeting and knowledge of the Government Remuneration Policy, Knowledge and experience of the Government Wage Negotiation Process, Knowledge and experience of the Public Sector Bargaining Council functioning process, Knowledge of the government policy framework pertaining to the broader Remuneration Policy, A minimum Degree in Economics/ Social Sciences/ Law or Public Administration.

DUTIES: Personnel budget support: Develop and maintain a personnel-costing model to support budgeting in National Departments and provinces, Analyse personnel budgets and provide an insight into trends in this regard, Cost various policy proposals relating to remuneration and employees benefits, Engage budget examiners and expenditure analysts to improve their understanding of personnel budgeting and costing, Provide inputs to support to the MTBPS and Budget Review contributions, Analyse departmental personnel budget submissions and contribute to budget documentation Public Sector Personnel Policy Advice: Advice on general reforms to structures in the public service, Analyse spending trends in personnel budgets within national and provincial governments and their major entities, Engage stakeholders on policy proposals emanating from the Department of Public Service and Administration Remuneration Policy Alignment: Advise the Treasury on remuneration policy for the entire public sector including local government and their entities Liaise with internal stakeholders within the National Treasury on issues of mutual concern, Provide support and guidance on the development of personnel policies, Participate in the Internal MTEC Process Annual Wage Negotiations in Public Sector Bargaining Council: Represent employer in sub-committees of PSCBC and sectoral bargaining forums, Provide inputs on briefing notes to Minister of Finance on Remuneration Policy matters impact on the public service, Prepare accurate calculation on preliminary costing proposals of various mandates.
ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : E-mail to recruit.bo@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

OTHER POSTS

POST 08/43

DEPUTY DIRECTOR: PUBLIC ENTITIES OVERSIGHT UNIT REF NO: S006/2019
Division: Corporate Services (CS)
Purpose: To assist in exercising oversight to the Schedule 3A Public Entities reporting to the Minister by monitoring and evaluating performance in compliance to the legislative requirements.

SALARY : R697 011 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree in Accounting/Finance as recognised by SAQA, A minimum 4 years’ experience in a financial institution and exposure in engaging with Public Entities, Knowledge and experience of analysing financial reports, business and strategic plans, Knowledge of the PFMA, Treasury Regulations and other relevant prescribes.
DUTIES : Review of the Corporate Governance and Implement the National Treasury Reporting and Governance Frameworks, and the Public Finance Management Act: Review established governance structures in public entities and implement systems to deliver the required outputs, Initiate trends for good governance practices in the Public Entities, Advise the Minister of Finance on governance matters relating to Public Entities Financial Analysis and reporting: Evaluate Strategic Plans/ Annual Performance Plans and establish indicators for Public Entities reporting to the Minister of Finance, Frequent analysis of Public Entities and their expenditure trends, Monitor financial management and performance in public entities in terms of PFMA and Treasury Regulation, Review of Annual Reports of Public Entities reporting to the Minister of Finance, Oversee and monitor the performance of entities in line with the set objectives and programmes Budget Analysis, review of annual budget allocations: Review and assess Public Entities Medium Term Expenditure Framework, Adjusted Estimates of National Expenditure and Estimates of National Expenditure (ENE) budget allocations and make recommendations, Draft chapters and provide inputs relevant to the ENE, Review, research, analysis of fiscal implications and engagements and submissions on public entities legislation, regulation, policy proposals, and service delivery trends, Prepares submissions and engage the Chief Financial Officer on retention of surplus by the Public entities Internal and external communication: Engage internal and external Public Entities stakeholder liaison to obtain information, inputs and recommendations, Provide advice to Director-General and Minister on Cabinet Memoranda and Ministerial correspondence pertaining to Public Entities, Contribute to NT publications, MTBPS, Budget Review, and ENE.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
APPLICATIONS : E-mail to recruit.cs@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

POST 08/44

SENIOR BUDGET ANALYST REF NO: S013/2019
Division: Public Finance (PF)
Purpose: To support the financing and budgeting process, monitor financial management, expenditure, service delivery in the support of policy development and implementation.

SALARY : R697 011 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A minimum Degree/National Diploma in the economic sciences, social sciences, financial management/ accounting, a post graduate qualification will be an added advantage, a minimum 4 years’ experience in financial management or related In-depth knowledge and experience in Database management.
DUTIES:

- Financing and Budgeting support: Provide support to departments and related public entities on financial planning matters and costing where required. Participate in the development and management of departmental and sectoral budgets. Evaluate the Adjusted Estimates inputs for departments and present the recommended motivations to the adjusted estimates committee. Evaluating the roll-over requests by departments and present recommended motivations to the treasury committee. Analyse and evaluate departmental drawings for comments and submit budget bid recommendations at MTEC. Monitoring of financial management, expenditure and service delivery: Maintain information sources and databases to monitor financial management, expenditure and service delivery in the sectors and departments. Evaluate specific financial management issues in public entities such as the retention of surplus funds, PFMA and Treasury Regulations compliance. Provide support to departments on interpretation of the PFMA and analysis of expenditure, provide policy advice to the Ministry of Finance. Compile bi-annual reports on services rendered by the sectors in comparison with the strategic plans and ENE targets. Policy analysis and support: Draft comments on cabinet memoranda’s, other policy documents and legislation with a specific focus on financial implications. Provide policy analysis and advice to the Ministry of Finance as requested. Implement sound, cost effective sustainable policies. Support key policy areas internally in the Department and Provinces by participating in provincial MTEC’s and CFO Forums. Project Management Support: Provide technical and administrative support to client Departments on the implementation of projects, Monitor project specifications and verify alignment pertaining to spending and service delivery.

ENQUIRIES:
Ms Caroline Modibane Tel No: 012 315 5092

APPLICATIONS:
E-mail to recruit.pf@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

POST 08/45:
SENIOR BUDGET ANALYST REF NO: S012/2019
Division: Public Finance (PF)
Purpose: To support the financing and budgeting process, monitor financial management, expenditure, service delivery in the support of policy development and implementation in the education sector.

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

CENTRE:
Pretoria

REQUIREMENTS:
A minimum Degree/National Diploma in the economic sciences, social sciences, development studies, financial management/ accounting. A post graduate qualification will be an added advantage. A minimum 4 years’ experience in government policy processes, the budget process, financial management and intergovernmental fiscal relations, in-depth knowledge of the education sector; experience in database management and data manipulation.

DUTIES:
Financing and Budgeting support: participate in the development and management of sector budgets, including a detailed analysis of provincial budget baselines and conditional grants, analyse and evaluate sector funding requests and submit recommendations to the MTEC functional group, attend provincial benchmark and provincial MTEC meetings and review provincial budgets in cooperation with the Intergovernmental Relations branch, provide support to the sector on financial planning matters where required. Monitoring of expenditure and financial management and service delivery: maintain information sources and databases to monitor expenditure and service delivery in the sector, compile quarterly reports on expenditure and reasons for any deviations from planned expenditure for both conditional grants and equitable share spending in cooperation with the Intergovernmental Relations branch, compile quarterly reports on performance with respect to services rendered by the sector in comparison with the strategic plans, annual performance plans, conditional grant frameworks, and sector delivery agreement targets, provide support to the sector on interpretation of the PFMA and Treasury Regulations as well as the Division of Revenue Act Policy analysis and support: provide policy analysis and advice to the Ministry of Finance as requested, draft comments on cabinet memoranda’s, other policy documents and legislation with a specific focus on financial implications,
participate in key policy forums to support sound policy development and implementation, assist with the development of conditional grant frameworks related to the sector, analyse Strategic Plans and Annual Performance Plans for the sector Project Management Support: provide technical and administrative support to the sector on the implementation of projects, monitor project specifications and verify alignment pertaining to spending and service delivery.

ENQUIRIES
APPLICATIONS
Ms Caroline Modibane Tel No: 012 315 5092
E-mail to recruit.pf@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

POST 08/46
FINANCIAL ADMIN SPECIALIST: EXPENDITURE REVENUE AND MANAGEMENT REF NO: S016/2019
Division: Corporate Services (CS)
Purpose: To assist with the compilation of creditor payments and review allocated departmental receipts for debt settlement in conjunction with the National Revenue Fund and transfer of payments.

SALARY
R299 709 per annum (Excluding benefits)

CENTRE
Pretoria

REQUIREMENTS
A National Diploma/ Degree in Accounting/ Financial Management or related qualification is required.as recognised by SAQA, A minimum 2 years’ experience in financial management or related environment is required, Knowledge of the government procurement process, Knowledge and experience of Persal, BAS and IFMS financial systems.

DUTIES
Prepare Payment for Creditors: Compile payment requisitions and allocate departmental expenditure to the relevant beneficiaries, Prepare management reports and other relevant information pertaining to departmental expenditure/payments, Comply with relevant guidelines, regulations and departmental prescripts applicable to expenditure /payments
Transfer of Departmental Funds: Transfer funds to provinces, municipalities and other entities in accordance with the approved transfer schedule, Record all cash transfers and inform stakeholders on completed transfers, Reconcile affected transfers through the transfer schedule and accumulate a funds receipt confirmation
Cash Deposits and Departmental Revenue: Issue receipts for all cash deposits in alignment with allocations, Assist with the allocation of departmental revenue and validate prior to payment transfers to the National Revenue Funds National Treasury’s bank accounts and Petty cash: Advice on the reconciliation of the control accounts with the bank account as prescribed, Verify transactions with support documents, Identify irregular transactions and issuing advances on petty cash, Reconcile and verify all petty cash transactions
Monitor transactions on control/ suspense account: Engage institutions to recover amounts allocated to control/ suspense accounts, Reconcile and clear amounts allocated to control/ suspense accounts, Prepare reports on information pertaining to the control/ suspense accounts.

ENQUIRIES
APPLICATIONS
Ms Caroline Modibane Tel No: 012 315 5092
E-mail to recruit.cs@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

POST 08/47
JUNIOR IT AUDITOR REF NO: S017/2019
Division: Office of the Director-General (ODG)
Purpose: To assist with the execution Information Technology (IT) Audits on controls in accordance with the Audit plan pertaining to IT audits.

SALARY
R299 709 per annum (Excluding benefits)

CENTRE
Pretoria

REQUIREMENTS
A National Diploma/ Degree in Internal Auditing/ Accounting/ Financial Management or related qualification is required.as recognised by SAQA, IAT and PIA will be an added advantage, A minimum 2 years’ experience obtained in regularity audit, Knowledge of regularity audit fundamentals and principles, Knowledge of audit processes and procedures, Knowledge of the government legislation such as PFMA, Treasury Regulations, International Standards for the
Professional Practice of Internal Auditing (Standards), Knowledge and experience of Teammate and Ms Excel.

**DUTIES**
- Audit Process: Assist with the execution of Regularity Audits, Draft audit notification letters, Conduct preliminary surveys and research on planned Regularity Audit engagements, Assist with the development of system descriptions, audit working papers, informal queries, progress reports and audit reports with recommendations
- Verify Audit Plan: Assist with the compiling of audit reports and recommend actions for integration to the audit file
- Consulting Services: Draft audit notification letters for consent of clients
- Stakeholder Engagement: Attend to queries pertaining to clients concerns and escalate to relevant parties.

**ENQUIRIES**
Ms Caroline Modibane Tel No: 012 315 5092

**APPLICATIONS**
E-mail to recruit.odgia@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.

**POST 08/48**
**JUNIOR REGULARITY AUDITOR REF NO: S017/2019 (X2 POSTS)**
Division: Office of the Director-General (ODG)
Purpose: To assist with the execution of Regularity Audits pertaining to internal controls in line with the Audit plan.

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

**CENTRE**
Pretoria

**REQUIREMENTS**
- A National Diploma/ Degree in Accounting/ Financial Management or related qualification is required as recognised by SAQA,
- A minimum 2 years’ experience in financial management or related environment is required,
- Knowledge of the government procurement process,
- Knowledge and experience of Persal, BAS and IFMS financial systems.

**DUTIES**
- Audit Process: Assist with the execution of Regularity Audits, Draft audit notification letters, Conduct preliminary surveys and research on planned Regularity Audit engagements, Assist with the development of system descriptions, audit working papers, informal queries, progress reports and audit reports with recommendations
- Verify Audit Plan: Assist with the compiling of audit reports and recommend actions for integration to the audit file
- Consulting Services: Draft audit notification letters for consent of clients
- Stakeholder Engagement: Attend to queries pertaining to clients concerns and escalate to relevant parties.

**ENQUIRIES**
Ms Caroline Modibane Tel No: 012 315 5092

**APPLICATIONS**
E-mail to recruit.odgia@treasury.gov.za, please state reference number and title of position on the subject line of the email. We no longer accept hand delivered applications or post.
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

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

CLOSING DATE: 19 March 2019

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

OTHER POSTS

POST 08/49: DEPUTY DIRECTOR: HIV/AIDS, TB AND STI MANAGEMENT PROGRAMME

REF NO: DPSA19/004

Purpose: To provide policy frameworks and provide support in HIV/AIDS, TB and STI prevention, management, care and support within the Public Service.

(This is a Re-Advertistment. Those who previously applied need not to re-apply)

SALARY: R826 053 per annum (Level 12) (An all-inclusive remuneration package). Annual progression up to maximum salary of R973 047 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate B Degree or equivalent qualification (at NQF level 7). At least 3 years’ appropriate experience in Employee Health and Wellness environment in the Public Service. Knowledge of Employee Health and Wellness Strategic Framework, Public Service Regulations, Public Service Act. Sound understanding of the DPSA Strategy, HIV/AIDS, TB and STI and, Wellness; Health and Productivity Policy and SHERQ Management. Knowledge of Employee Health and Wellness of the National Strategic Plan on HIV&AIDS, STI and TB. Strategic thinking, Project Management, Financial Management, good interpersonal relations ,Team Leadership, Conflict Management and Methodologist, written and verbal communication, analytical, managing interpersonal conflict and resolving problems and policy development skills. Ability to apply technology communication and information management. Ability to work in a collaborative environment with key stakeholder. Computer literacy, a valid driver’s license. Skills in decision-making, people management and be able to conduct research and write report.
**DUTIES**

Provide support to Departments on the Implementation of Employee Health and Wellness Strategic framework, Conduct Systems monitoring audit and provide feedback. Provide support to Senior Managers on SANAC related matters regarding the management of HIV in the workplace. Documenting and synthesizing inputs from Public Participation process/ consultation with SANAC stakeholders in government, business, trade unions and civil society organizations. Development of project plan with activities, time frames and budget on the National HIV&AIDS and TB Management Capacity Development Plan. Consolidate reports from the National and Provincial departments and submit to the SANAC and Presidency on a quarterly basis. Provide activities within the Chief Directorate. To conduct need-based capacity building for the implementation of EHW policies and programmes. Monitor and evaluate the Implementation of HIV/AIDS, TB and STI programmes in the public service. Monitor EHW compliance standards, analyse the reports and provide feedback to departments. Be able travel extensive across the provinces.

**ENQUIRIES**

Mr. Robert Foromo Tel No: 012 336 1579

**POST 08/50**

**DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING**

**REF NO: DPSA/19/005**

Job Purpose: To manage the sub-directorate, develop, review and implement financial management systems and procedures on planning, budgeting and reporting.

**SALARY**

R697 011 per annum (Level11) (An all-inclusive remuneration package). Annual progression up to maximum salary of R821 053 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structure according to personal need within a framework.

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate qualification at NQF level 7 in Financial Management, Minimum of 3-5 years relevant experience in Financial Accounting at middle management (ASD) level, sound knowledge of Public Service Policy Framework, knowledge of Public Financial Management Act, Treasury Regulation, Practices and Procedures and financial systems, Numerical, financial management and Analytical skills, Planning and organising, Team Leadership, written and verbal communication, client orientation and customer focus, advance knowledge of Persal and Basic Accounting System, computer literacy, Excel, MS Word and PowerPoint.

**DUTIES**

Manage and undertake work related to financial planning, budgeting and reporting. Provide advice and guidance to role players on the use of forecasting methods and tools. Manage the departmental budget process from requesting of information up to submission to National Treasury in relation to the Medium Term Expenditure Framework (MTEF), Adjustment Estimate of National Expenditure (AENE), Estimate of National Expenditure (ENE), roll-overs and virement processes. Perform the role of secretariat to the Departmental Budget Committee. Prepare inputs to the Interim Financial Statements and Annual Financial Statements concerned with expenditure and the appropriation statement. Provide financial inputs to the Departmental Strategic plan, Annual Performance Plan and Annual Report. Manage the sub-directorate Financial Management.

**ENQUIRIES**

Ms. D. Wilsenach Tel No: (012) 336 1339
ANNEXURE M

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.

CLOSING DATE : 15 March 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.

MANAGEMENT ECHELON

POST 08/51 : DIRECTOR: INTER-GOVERNMENTAL RELATIONS – PUBLIC ENTITIES REF NO: 2019/53

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 in Finance (NQF level 07) or equivalent qualification. Property Management or State Owned Entities oversight experience will be an added advantage. 5-10 years relevant experience (i.e. finance, budgeting, corporate governance monitoring, and/or property management) at a management level. Knowledge: Relevant Public Service legislation such as, but not limited to, Intergovernmental Framework Act, Public Finance Management Act and Treasury Regulations, King Report II, III and IV, Division of Revenue Act, Municipal Finance Management Act, Municipal Systems Act, Municipal Property Rates Act, etc; Knowledge and understanding of public/state-owned entities oversight policy frameworks and regulations, Exposure to and knowledge of governance matters including planning processes, budgeting and expenditure management as well as board appointment processes, Experience must include stakeholder management and negotiation in multidisciplinary environments Experience in managing projects and processes in conflict environments with multiple stakeholder contradictions Skills: Sound analytical skills, with communication skills both written and verbal, Strategic capability and leadership, Programme and project management, Information and Knowledge management, People Management and empowerment, Problem solving and change management, Policy analysis and development, Client orientation and customer focus, Service delivery innovation, Computer literacy, Planning and coordination, Presentation and facilitation, Quality management. Personal Attributes: Good interpersonal relations, Ability to work under pressure, Innovative and creative, Ability to work in a team and independently, Adaptability, Independent thinker, Cost consciousness, Honesty and Integrity, Influencing and Go-getter Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Required to travel extensively. Valid driver's license.

DUTIES : Facilitate approval of entities Strategic Plans & Annual Performance Plans process including the signing of Shareholder's Compacts. Facilitate approval of public
entities’ annual reports. Ensure providing of departmental budgetary inputs. Facilitate transfer of payments to the entities as planned. Ensure the Board/Council appointments process and filling of Board vacancies. Facilitate performance review of the public entities (ensure quarterly reviews by the Director General). Effective monitoring of compliance with the set policies, legislations, norms and guidelines impacting on built environment. Verify the establishment of public entity governance structures. Process stakeholder and parliamentary queries with regard to governance related matters of public entities. Ensure tabling of financial reports in Parliament. Coordinate and facilitate processes and meetings/fora that ensure that government debt owed to municipalities is settled by the Public Works sector and other departments. The effective management of the component resources (personal and financial). Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Ensure the enhancement of the oversight policies to ensure effective oversight of the public entities and professional councils.

ENQUIRIES: Mr MT Mohwasa Tel No: (012) 492 3110
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

OTHER POSTS

POST 08/52: DEPUTY DIRECTOR: CONTRACTOR DEVELOPMENT INITIATIVES AND NATIONAL YOUTH SERVICE MANAGEMENT REF NO: 2019/54

SALARY: R826 053 per annum (All-inclusive salary package). (Total package to be structured in accordance with the rules of the Senior Management service)
CENTRE: Mthatha Regional Office
DUTIES: Management and implementation of the National Youth Service (NYS) programme at the regional office. Liaison with Project Managers to ensure that EPWP requirements have been included in contract document to contribute towards training of NYS participants and employment of general labour. Management and implementation of the Vuk’uphile-Building and other related contractor development programmes at regional office. Prepare specifications for inclusion in the bills of quantities and conduct recruitment. Report work opportunities and National Youth Service participants recruited. Management and implementation of other NDPW Contractors development initiatives. Liaison with all relevant stakeholders to ensure their buy-in and participation in the different contractor development programmes and the National Youth Service. Ensure reporting of EPWP NYS participants and EPWP general labour from projects implemented at the regional office. Compile progress reports on the different programmes being managed. Management of the budget of the component including compilation of budget reports.
ENQUIRIES: Mr. Mziwabantu Ntese Tel No: (041) 408 2029
APPLICATIONS: All Mthatha Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

POST 08/53: STATE ACCOUNTANT BILLING AND REVENUE REF NO: 2019/55

SALARY: R242 475 per annum
CENTRE: Head Office: Pretoria
REQUIREMENTS: Three year tertiary qualification in Financial Management. Knowledge of financial systems, financial prescripts e.g. Public Finance Management Act and Treasury regulations. Knowledge of the transversal systems. Must have communication skills, interpersonal skills, sound administrative and numeric skills. The person must be an analytical thinker and have good planning and organizing skills. The person must be able to work under pressure, be creative innovative and have the ability to communicate at all levels.

DUTIES: Compile and distribute municipal services claims to clients department. Monitor, allocate money received for Municipal Services. Perform reconciliation of clients' accounts and clear exceptions. Follow up on outstanding balances. Liaise with Regions on clients disputes. Resolve disputes. Attend to client queries. Compile and issue statements of accounts to client on monthly basis. Clearing the suspense accounts. Respond to all audit queries in the directorate and gather information to resolve the audit queries.

ENQUIRIES: Ms Ekaba Tseuoa Tel No: (012) 406 1875
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
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 March 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 license 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. 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.

OTHER POSTS

POST 08/54: DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2019/073
Directorate: Tenure Reform Implementation
This is a re-advertisement applicants who applied previously must re-apply.

SALARY: R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: KwaZulu-Natal (Vryheid)

REQUIREMENTS: Bachelor's degree in Sociology/Political Science/Philosophy, Politics and Law/Law and Politics/Law Degree. 3 - 5 years relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Proactive acquisition of land strategy; State land lease policy; Policy development; Departmental legislation; Risk management. Job related skills: Planning and organisation; Communication; Computer literacy; Strategic thinking; Problem solving and analytical. A valid driver's license.

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

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

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

POST 08/55: DEPUTY DIRECTOR: SUPPLY CHAIN AND FACILITIES MANAGEMENT SERVICES REF NO: 3/2/1/2019/061
Directorate: Financial and Supply Chain Management Services

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

CENTRE: Northern Cape (Kimberley)


DUTIES: Manage the Demand Management Plan and acquisition of goods, services and assets. Ensure that goods and services are procured in accordance with Supply Chain Management prescripts. Manage advice on and support bid processes and contract management functions. Provide guidance and support to bid committees and check bid documents for compliance. Serve as member of various bid committees. Ensure proper financial management control and compliance with delegation regularly. Monitor irregular expenditure, non-compliance and wasteful expenditures in procurement processes and report thereon. Advise on supply chain risk controls and fraud prevention. Provide support to Regions/Client Offices as required. Monitor compliance in Supply Chain Code of Conduct. Provide the budgetary matters to the Director when required. Manage implementation of Service Level Agreements between Client Offices and Provincial Shared Service Centre as well as National Office when necessary. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Provide logistics and transport services. Manage the Logistical Management System. Monitor the supply chain performance. Manage and control the assets of the Department. Provide support to the Regions/Client Offices as required. Report to National Office on supply chain management matters monthly. Coordinate audit reports quarterly and on a yearly basis. Provide Asset and Facilities Management Services. Manage the Departmental Asset Register according to the procedure. Manage the receipts of goods and services when required. Manage the safeguard of stores and equipment on daily basis. Provide support to Regions/Client Offices as required. Identify service delivery needs of clients when necessary.

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

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

POST 08/56: SYSTEMS MANAGEMENT REF NO: 3/2/1/2019/065
Directorate: ICT Service Management

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

DUTIES: Manage technical team. Ensure Service Level Agreement targets are met with regards to incidents, requests and problems. Coordinate technical projects including delegation of tasks and responsibilities. Planning of projects tasks for the Unit. Delegate tasks and responsibilities. Develop and deliver progress reports, proposals, requirements documentation and presentations. Produce operational and management reporting as and when required. Update Standard Operating Procedures and System and administration documentation. Ensure adherence to Policies and procedures. Adhere to the Departmental Information Communication Technology (ICT) Policies, procedures and standards.

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

POST 08/57: PROJECT COORDINATOR: RECAPITALISATION REF NO: 3/2/1/2019/066
Directorate: Strategic Land Acquisition

SALARY: R444 693 per annum (Level 10)
CENTRE: North West: (Dr Ruth Segomotsi Mompati District)
REQUIREMENTS: Bachelor Degree/National Diploma in Agricultural Studies or equivalent qualification. Post Graduate Degree in Agriculture will be an added advantage. 3 - 5 years’ relevant experience. Job related knowledge: Department’s Policies, prescripts and practice pertaining to Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes (RADP), Land Reform Policies and other related legislation, Understanding of various commodities e.g. livestock, crop, vegetables, poultry and horticulture production, Understanding of sector needs and business requirements, Understanding of Government Development Policies e.g. National Development Plan, National Growth Path etc, Corporate Governance. Job related skills: Project Management, Conflict Management, Agricultural Development, Stakeholder Mobilisation, Analytical, Report writing and Computer Literacy. A valid driver’s license. An initiative, self-driven individual willing to travel and work irregular hours.

DUTIES: Plan, implement, monitor and report on mechanisms of RADP projects in line with government priorities. Ensure the identification of farms in distress acquired since 1994 across all land reform programmes. Ensure the recruitment and appointment of relevant strategic partners. Ensure the provision of funding for implementation of projects. Facilitate the appraisal of business plans for recapitalisation and development. Create and maintenance of the RADP Provincial project database. Ensure the development and implementation of RADP related Policies, systems and procedures within the Province. Ensure the use of RADP systems and procedures. Conduct workshops with relevant stakeholders to familiarise them with developed systems and procedures. Ensure the population of reporting templates for information gathering. Ensure effective promotion of RADP and recruitment of strategic partners to advance Provincial priorities. Identification and mobilisation of relevant stakeholders to advance Commodity Value Chain Cluster priorities. Ensures the development of the Cluster Value Chain Integrated Model. Facilitate the implementation of the Cluster Value Chain Integrated Model. Facilitate institutional partnership arrangements. Management of partnership arrangements. Provide timely strategic interventions.
**APPLICATIONS**
Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

**POST 08/58**
CONTROL GISC TECHNICIAN REF NO: 3/2/2019/067
Directorate: Spatial Planning and Land Use Management Services

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

**CENTRE**
North West (Mafikeng)

**REQUIREMENTS**
Diploma (NQF Level 6) in Geographical Information Systems (GISc) or Cartography. 6 years’ post qualification experience. Compulsory registration with South African Geomatics Council (SAGC) under the category of GISc Technician.
Job related knowledge: Geo-database implementation, Understanding of GIS applications and spatial data. Theory, principles and practices of GIS, GIS standards, GIS software applications, GIS software customisations basic understanding of technologies such as Global Positioning System (GPS), Photogrametry and remote sensing, Projections, principles of cartography. Job related skills: Problem solving and analysis, Decision making, Team work, Analytical, Creativity, Self Management, Customer services, Communication and Interpersonal Relations, Computer Literacy, Planning, Organising and execution, Project Management. A valid driver’s license.

**DUTIES**

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

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

**POST 08/59**
STRATEGY ANALYST REF NO: 3/2/2019/068
Directorate: Strategic Planning

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

**CENTRE**
Pretoria

**REQUIREMENTS**
skills will be an added advantage. Course in Strategic Management, Monitoring and Evaluation will be an added advantage. A valid driver’s license.

**DUTIES**

Understanding Departmental planning by arranging, coordinating and facilitating planning workshops. Arranging and coordination of planning workshops will include sending invitations, securing of venues, crafting agendas and circulation thereof. Facilitation happens during and after planning workshops by ensuring that information is disseminated to stakeholders and feedback is provided within set timelines. Gather, analyse and organise information in preparation for strategic planning workshops and documents. All planning information should be collected from all Branches and Provinces, analysed in terms of relevance and applicability, check its reliability before being presented to the planning session. Coordinate the development of Annual Performance Plans (APP) and Provincial Input/output operations per second (IOP’s). Inputs towards the APP and IOP should be coordinated for alignment to the Strategic Plan and the Medium Term Strategic Framework (MTSF) documents. Information should be aligned to high level plans of the government. Conduct Mid-Term Reviews and Re-Alignment of APP’s. Assessment of performance through Mid-Term reviews. Ensure Realignment of plans should take place taking into consideration resources at the Department’s disposal and current performance trends. Assist in coordinating the process of developing the Departmental Planning Guidelines. Allocate roles and responsibilities for each stakeholder in the planning process. Assist in coordination of Outcome 7 MTSF. Assist cluster coordination in developing the MTSF documents and monitoring of performance against the MTSF. Provide regular support in strategic planning and monitoring of Provincial Shared Service Centres IOP’s. Provide technical support to Provinces during the development of IOP’s performance reports towards those IOP’s.

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

**POST 08/60**

SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2019/070

Directorate: Financial and Supply Chain Management Services

This is a re-advertisement, applicants who applied previously must re-apply.

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Gauteng (Pretoria)

**REQUIREMENTS**


**DUTIES**

Provide Financial Management Services. Manage the allocation of accommodation and parking. Maintenance of buildings. Facilitate the faults/non-functional problems and ensure that there are solutions implemented (electricity, keys, plugs, carpet and other), maintenance and repairs. Coordinate carpet cleaning and fumigation for buildings. Manage the reception and switchboard area. Coordinate cell phone and 3G application in line with the Public Financial Management Act, Treasury Regulations. Compilation of various submissions/memoranda and responses in relation to the assets and facilities functions. Client liaison. Draft specifications. Provide Assets and Disposal Management Services. Compile, manage and maintain assets and disposal management. Manage assets register, assets verification and spot checks. Manage the disposal of e-class assets. Compile financial statement and reconciliation. Barcoding assets. Distribution of assets. Management of supply chain management functions. Provide monthly comprehensive assets and facilities report. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Manage/Control over the safekeeping, utilisation and maintenance of all assets. Capturing and authorisation of goods/services/services on Logis/Baud systems. Handle queries from internal and
external clients. Render administrative support services. Manage, motivate and develop staff through individual performance agreements. Provide assistance in developing/reviewing of Chief Directorate’s operational plan. Attend to queries from internal audit.

APPLICATIONS

Applications can also be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sancardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0007.

NOTE

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

POST 08/61

CHIEF OCCUPATIONAL HEALTH AND SAFETY OFFICER

DIRECTORATE: Support Services

This is a re-advertisement applicants who applied previously need not re-apply as their applications will still be considered.

SALARY

R299 709 per annum (Level 08)

CENTRE

Northern Cape (Kimberley)

REQUIREMENTS


DUTIES

Promote Occupational Health and Safety standards within the Province. Conduct Occupational Health and Safety assessments on Department in the Provinces. Facilitate and assist the Assistant Director: Provincial Coordination and Special Events with health and safety matters. Facilitate the appointment of statutory appointees. Participate in the Occupational Health and Safety Committee Meetings. With direction of Director: Corporate Support Services participate in Provincial and Municipal Health Structures Meetings to stay abreast of relevant prescripts. Liaise with relevant local authorities on suspicion of disease outbreak. Identify health risk areas in Department and communicate recommended safety measures. Investigate and evaluate complaints lodged against the Department pertaining to aspects of health and lead the implementation of the remedial actions. Involve members of staff in matters affecting their health. Educate staff on necessary health and safety promotion measures. Regularly inspect all possible sources of health and safety hazards in offices. Conduct training and safety awareness to employees within the Province. Facilitate training of statutory appointees. Report on the status of the Occupational Health and Safety Programme. Report to the Assistant Director: Provincial Coordination and Special Events on an ongoing basis. Liaise with relevant stakeholders on matters pertaining to Occupational Health and Safety. Communicate to staff any relevant information on Occupational Health and Safety. Contribute to development and implementation of the Contingency Plan. Facilitate the development or review of office Emergency Evacuation Plan. Facilitate the customisation of Emergency Evacuation Plan. Liaise with relevant stakeholders on the preparation of Emergency Evacuation Drills. Promote incident management within the Province. Investigate Occupational Health and Safety incidents and recommend remedial action to management. Liaise with Human Resources on injury on duty reported cases for further handling. Raise awareness on hazards attached to the work activities. Promote liaison with internal and external stakeholders. Liaise with Division: Facilities Management of Supply Chain Management on the implementation of Occupational Health and Safety in the Department. Liaise with Employee Health and Wellness on rehabilitation of employees after incidents. Liaise with Municipality and other relevant stakeholders on Emergency Evacuation Plan/Drills.

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, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
POST 08/62 : CANDIDATE GISc TECHNICIAN REF NO: 3/2/1/2019/069
Directorate: Spatial Planning and Land Use Management Services

SALARY : R253 026 per annum (Salary in accordance with the OSD for Engineers) (Fixed term contract)
CENTRE : North West (Mafikeng)


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

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

POST 08/63 : PRINCIPAL SECURITY OFFICER REF NO: 3/2/1/2019/072
Directorate: Support Services

SALARY : R242 475 per annum (Level 07)
CENTRE : Northern Cape (Kimberley)

DUTIES : Operate and monitor security equipment in the control room (CCTV Cameras, Public Address, Fire Panel, Lift Intercom etc.) where applicable. Monitor working condition of security equipment in the control room. Issue officials with access cards. Activate and deactivate security access cards. Maintain accurate record of data recording. Record on/off duty shifts and incidents in the Occurrence Book (OB). Report all defaults on available safety and security systems and equipment. Render fingerprint screening services. Ensure implementation of Service Level Agreement. Report identified breach of the agreement to supervisor. Conduct patrols and inspections on security. Ensure that clients entering and exiting the DRDLR premises are security screened. Protect employees, information and...
property of the Department. Inspect all security registers, aid and irregularities and make an entry in the OB and report to supervisor. Ensure regular patrols per site are conducted effectively. Participate on the implementation of Occupational Health and Safety Act. Escort visitors on the premises where applicable. Monitor the movements of private and Government Garage vehicles in the parking area. Prevent unauthorised Persons and dangerous objects entering the building/premises. Provide access control during special events. Conduct access control into plenary and holding rooms. Issue accreditation to stakeholders. Escort Very Important Persons. Participate in evacuation exercise during emergency situations. Test functionally of all security equipment on regular basis. Keep the exit points clear off any possible blockages. Compile report on evacuation exercises and non–compliant officials. Conduct after hour inspections to all offices. Monitor guard services in terms of the Service Level Agreements.

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

The purpose of the Department of Women is to lead, coordinate and oversee the transformation agenda on women’s socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.

APPLICATIONS: The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION: Ms T Siko

CLOSING DATE: 15 March 2019 @ 16h00

NOTE: Applications must be submitted on form Z83, obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/ permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. Note: if the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply. Appointment(s) will only be made on the first notch of the advertised salary level.

OTHER POST

POST 08/64: SENIOR PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION

REF NO: DOW/001/2019)

SALARY: R196 407 (Level 06) (excluding benefits)

CENTRE: Pretoria

REQUIREMENTS: Senior Certificate; a relevant NQF5 qualification in the field of human resource management will be an advantage. 1 to 2 years’ experience in the HR environment. Knowledge of HR policy applications in terms of relevant legislative frameworks (Public Service Act, Public Service Regulations, BCEA and labour legislations). Relevant PERSAL training and experience will be an advantage. Effective written and verbal communication, interpersonal relations, report writing and basic numeracy. Demonstrative computer literacy, particularly in MS Office Suite and intranet. General office administrative and clerical skills. Applicants must possess a high level of integrity and be able to maintain confidentiality of information.


ENQUIRIES: Ms Thoriso Siko Tel No: (012) 359 0225
ANNEXURE P

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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

APPLICATIONS: Department of Cooperative Governance and Traditional Affairs: The HR Manager, P.O. Box 211, Bloemfontein, 9300 or hand delivered in the box provided in the entrance at the Oliver Tambo House, St Andrew Street, Bloemfontein. Please quote the reference number on your application.

CLOSING DATE: 15 March 2019

NOTE: Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA) and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record as well as vetting where necessary. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POSTS

POST 08/65: SENIOR LEGAL ADMINISTRATION OFFICER MR-6: MUNICIPAL POLICY AND ADVICE REF NO: COGTA 17/2019

SALARY: MR - 6 –R747 405 per annum (All-inclusive package) (OSD). The remuneration package consists of the basic salary (70%), the Government's contribution to the Government Employee Pension Fund and flexible portion (30%), which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: Bloemfontein

REQUIREMENTS: LLB and 8 years' experience in the local government and public service administrative environment. A minimum of at least two years' experience in a managerial capacity. A basic knowledge of Local Government legislation, knowledge of basic principles of legislative drafting and an understanding of conflict resolution will be recommended.

DUTIES: Management of the Regulator Sub-Directorate which includes amongst others: Provision of well researched, motivated and accurate legal documents to the Departments regarding municipal by-laws, municipal demarcation matters, electoral matter and exhumation of mortal remains. Dealing with interventions at municipalities and investigate matters of fraud and corruption. Brief and consult with state attorney and advocates when litigation is instituted against MEC or HOD and provision of reports, submissions and notices in this regard.

ENQUIRIES: Adv MA Mantso Tel No: 051 407 6783/29

POST 08/66: DEPUTY DIRECTOR MANAGEMENT ACCOUNTING REF NO: COGTA 15/2019

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

**CENTRE**: Bloemfontein

**REQUIREMENTS**: An appropriate Bachelor's Degree or equivalent qualification. Recommendations: Valid driver's license; a minimum of 3 years relevant experience; knowledge and understanding of public service policies and procedures; working knowledge of the functioning of Provincial/National Government; basic knowledge of MS Word, Excel and Power Point; good verbal and written communication skills; proven knowledge of management accounting policies, strategies, processes and procedures in the Public Service.

**DUTIES**: Advice and assist management and other officials in the Department by planning, managing, coordinating and/or performing the following functions: Advise senior management, the Chief Financial Officer (CFO) and the Head of Department as the Accounting Officer on the compilation and administration of the department's budget in line with Treasury requirements. Advise, monitor and implement structures relating to the financial systems of the department. Manage and report on the monthly cash flow of the department. Ensure that corrective measures are taken to improve budget spending in the department and timeously alert the Chief Financial Officer if and when spending is not in accordance with planned spending. Evaluate and analyses financial information and advise the CFO and HOD on such matters. Ensure that the Department complies Treasury requirements in relation to management accounting. Compile and submit various compliance reports relating to management accounting. Monitor, evaluate and report in terms of various matters emanating from Auditor General Reports. Develop and ensure the effective implementation of the Department's management accounting policies, strategies and/or practice notes. Identify and monitor financial capacity training needs and facilitate the implementation of capacity building programmes towards improving the knowledge and understanding of all levels of management in the Department on matters related to management accounting. Manage, plan and co-ordinate all resources in the sub-directorate.

**ENQUIRIES**: Mr. C Aspeling Tel No: 051 405 4225
Adv MA Mantso Tel No: 051 407 6783/29

**POST 08/67**: TOWN AND REGIONAL PLANNER PRODUCTION GRADE A REF NO: COGTA 19/2019

**SALARY**: R585 366 per annum (OSD) (All-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

**CENTRE**: Bloemfontein

**REQUIREMENTS**: B Degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience required. Valid driver’s license. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Recommendations: Technical Competencies: 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, Professional judgment. Generic Competencies: Decision making, Team leadership. Analytical skills, creativity, Self-management, Financial management, Customer focus and responsiveness, communication skills, Computer literacy, Delegation and development of others, Planning, organizing and execution. Ability to manage conflict. Problem solving and analysis, Insight, People management skills, Change management.

**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; Co-ordinate, 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 IDP processes); Compile guidelines and evaluate land use management schemes (LUMS). Human capital development: Mentor, train and develop candidate town and regional planners and town and regional. Planners to promote skills/knowledge transfer and adherence to sound town and regional planning principles and code of practice; Supervise town and regional planning

ENQUIRIES:  
Mr MS Selogilwe  Tel No: (051) 407 6843

POST 08/68:  
ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (PERFORMANCE MANAGEMENT) REF NO: COGTA 26/2019

SALARY:  
Basic salary R356 289 per annum (Level 09)

CENTRE:  
Bloemfontein

REQUIREMENTS:  
An appropriate Degree or equivalent qualification. LOGIS / BAS Certificate. 5 years appropriate experience in a supply chain management environment. Recommendations: Computer literacy skills, Numeracy skills, Literacy skills, Interpersonal relationship skills, Problem solving/analytical skills. Presentation skills, Supervisory skills. Knowledge of LOGIS/BAS and Supply Chain Management-related policies and practices in the public service is a pre-requisite.

DUTIES:  
Manage, co-ordinate and integrate the implementation and maintenance of supply chain management practices (including LOGIS Transactions) concerning logistics and stores and the maintenance of supply chain management processes in the Department to contribute to the rendering of a professional supply chain management services, e.g. Logistics (ordering, payment, transit in, transit out, warehouse, quotations, etc.); assets management (including disposals); Demands; Acquisitions. Address supply chain management enquiries to ensure the correct implementation of supply chain management practices and policies. Ensure the successful implementation of departmental/public service polices on matters related to supply chain management to adhere to the relevant prescripts/legislation. Prepare and consolidated reports on supply chain management issues. Inform, guide and advice Department/personnel on supply chain management matters to enhance the correct implementation of supply chain management practices/policies. Authorize transactions on LOGIS/BAS according to delegations. Prepare in-depth complex reports on supply chain management issues and statistics. Plan, co-ordinate and manage all resources attached to the unit and develop the skills of sub-ordinate human resources.

ENQUIRIES:  
Mr RJ Molisana  Tel No: (051) 405 4255

POST 08/69:  
SDIP ADVISOR: SERVICE DELIVERY PLANNING AND IMPROVEMENT REF NO: COGTA 27/2019

SALARY:  
Basic salary R356 289 per annum (Level 09)

CENTRE:  
Bloemfontein

REQUIREMENTS:  
An appropriate Degree, Appropriate years’ experience in the field. Proven working knowledge on the area of specialization. Recommendations: Relevant legislations & policies, Policy Development, Management Practices. Facilitation, Leadership, Report writing, Analytical thinking, Problem solving, Planning, Organizing,
Decision-making, Influencing skills, Conflict skills, conflict management, Ability to adapt to changes in work environment, Ability to communicate ideas and issues to a variety of audience in a tactful, influential manner, verbally and writing, informally and formally, Ability to work collaboratively with a range of stakeholders in a facilitating, informally and formally and Ability to collaboratively with a range of stakeholders in a facilitating, enabling, advisory or informative capacity. Must be Professional, client oriented, able to function under pressure and be a team-player. Develop, maintain and/or facilitate the successful implementation of departmental policies and/or implementation strategies in relation to the following (in line with national and/or provincial frameworks): Department service delivery planning policy and/or implementation strategy; Customer Care and Complaints Management Strategy and Processes; Customer / Client Participation Strategy and Processes; Gender empowerment facilitation and transformation. This includes the following: Conduct research and/or supervising research projects and ensure that the Department’s policies and/or strategies in relation to the above remain abreast with national and provincial guidelines and/or framework. Prepare policies and/or implementation strategies in relation to the above and liaise with senior managers and managers thereon to obtain and consider their inputs towards finalizing such policies and/or implementation strategies. Facilitate the identification and implementation of Batho Pele initiatives and report thereon. Develop and/or review the following documents in line with national and/or provincial formats: The Departmental Service Delivery Model/Plan; The 3-Year Departmental Service Delivery Charter with service delivery standards, including; citizen participation and customer care and complaints; The Departmental Service Delivery Improvement Plan. This includes the following: Development of the documents in line with DPSA prescribed formats; Liaise with senior management and evaluating and accommodating all inputs from senior managers and managers towards finalizing the documents; Prepare the final documents for the approval of the HoD and MEC; Advice senior managers and manger on the correct completion of the documents; Assist and advice senior managers and managers on the identification of areas where service delivery needs to be improved, informed by the Department’s quarterly and annual (non-financial) performance reports. Ensure the successful implementation of the Batho Pele Framework in the Department, inclusive of the following: Promote the Batho Pele Principles & Belief Set within the Department; Co-ordinated the implementation of BP revitalization programmes, i.e. Public Service Week, APSA, BP Learning Networks, Project Khaedu, etc. Identify activities which will be part of the service delivery improvement programme; Co-ordinate advocacy/awareness programmes within the Department; Facilitate the development of policies that would ensure implementation/integration of BP initiatives; Ensure redress of BP violations at the appropriate level (complaints handling mechanism); Ensure that service delivery concerns are taken to management and resolved; Determine what factors might inhibit service delivery; Liaise with unit heads regarding the service delivery improvement programme; Cascade Batho Pele information, e.g. information sessions; e-mails; newsletter; FAQ’s boxes within the Department (i.e. in all buildings occupied by the Department); Organize in-house staff training e.g. cultural diversity programmes etc; Constantly communicate Batho Pele issues as part of communication strategy (e-mail, intranet, etc.); Mainstream programmes relating to gender, and particular in relation to women, within the Department. This includes the following: Making the organization aware of gender mainstreaming programmes and projects; Identify and address negative attitudes, perceptions and behavior within the Department; Provide support and promote the creation of equal opportunities and fair treatment through the elimination of unfair discrimination in relation to gender; Promote the advancement of women and related social-economic empowerment programmes; Monitor and report on implementation in relation to the above; and Ensure compliance with legislative requirements (i.e. as per the Strategic Framework for Gender Equality, 2000-2015). Plan and manage the performance of sub-ordinate personnel reporting to this post towards contributing to the effective functioning of the Directorate as a collective, thereby ensuring the successful achievement of performance targets set out in the Annual Performance Plan insofar as it relates to the work areas of the Directorate.
ENQUIRIES: Mr. R Matsoso Tel No: (051) 405 4399

POST 08/70: ASSISTANT DIRECTOR: DEMAND AND PLANNING MANAGEMENT REF NO: COGTA 33/2019

SALARY: A basic salary of R356 289 per annum (Level 09)
CENTRE: Bloemfontein
REQUIREMENTS: A relevant tertiary qualification at NQF level 7. 3 year supply chain experience on supervisory level. Recommendations: Relevant experience of at least 5 years in financial management practices as well as LOGIS/BAS Training. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of financial control policies, practices and procedures.

DUTIES: Coordinate (synergise), research, analyse and plan the procurement needs of the department: Research the relevant identified needs. (in line with the SC strategy), Analyse requirements, undertake research, determine and develop proposals for implementation, Assess the results of the research on the market, interprets and develops proposals for procurement methodology, ensure compliance with quality requirements, determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template, Check (engage) and analyse the information, confirm availability of budget, check alignment against strategic and other objectives, Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required: Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference, Compile and publish request for proposals as required. Develop, implement and maintain the supplier database: Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: General supervision of employees, allocate duties and perform quality control on the work delivered by supervisees, Advise and lead supervisees with regard to all aspects of the work, Manage performance, conduct and discipline of supervisees, Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES: RJ Molisana Tel No: (051) 4054255

POST 08/71: ASSISTANT DIRECTOR: LOSS CONTROL REF NO: COGTA 34/2019

SALARY: A basic salary of R356 289 per annum (Level 09)
CENTRE: Bloemfontein
REQUIREMENTS: A relevant tertiary qualification at NQF level 7. 3 year supply chain experience on supervisory level. Recommendations: Relevant experience of at least 5 years in financial management practices as well as LOGIS/BAS Training. Good interpersonal skills. The ability to plan and organize. Analytical skills. Writing skills. Computer literacy. Proven knowledge and understanding of financial control policies, practices and procedures.

DUTIES: Supervise the activities of the Supply Chain Management Clerks / Snr AND officers to contribute to the rendering of a professional supply chain management service for example: Personnel development; Performance and discipline; Ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions), concerning Logistics and Stores and Maintenance of supply chain management processes in the department. To contribute to the rendering of a professional Supply Chain Management Service. Logistics (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.); Assets (Disposals), Loss Control, Demands, Acquisitions. Render a Supply Chain Management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other Supply Chain related issues to promote an effective
Supply Chain environment. Promote effective Supply Chain management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of Supply Chain practices. Monitor and evaluate Supply Chain Management Policies, procedures and practices. Provide Supply Chain Information and Knowledge Management Services to the Department, for example: Maintain databases and draw relevant reports in relation to implementation of Supply Chain Management Policies, procedures and practices; Manage the selection, generation and presentation of Supply Chain management information taking into account the strategic and operational management information requirements. Approve and verify all documents and transactions on LOGIS / BAS according to delegations. (Authorization should happen on a higher level preferable at AD or Control level 9). Prepare reports on supply chain management issues and statistics. Compile monthly reconciliation’s and finalization of outstanding payments / submissions / recommendations.

ENQUIRIES :
RJ Molisana Tel No: (051) 4054255

POST 08/72 :
SENIOR SUPPLY CHAIN PRACTITIONER: CONTRACT MANAGEMENT REF NO: COGTA 24/2019

SALARY :
Basic salary of R299 709 per annum (Level 08)

CENTRE :
Bloemfontein

REQUIREMENTS :
An appropriate Degree or equivalent qualification. LOGIS / BAS Certificate. 3 years appropriate experience in a supply chain management environment. Recommendations: Computer literacy skills, Numeracy skills, Literacy skills, Interpersonal relationship skills, Problem solving/analytical skills. Knowledge of LOGIS/BAS and supply chain management-related policies and practices in the public service is a pre-requisite.

DUTIES :
Ensure the successful implementation and maintenance of supply chain management practices (including LOGIS Transactions) concerning logistics and stores and the maintenance of supply chain management processes in the Department to contribute to the rendering of a professional supply chain management service in Contract Management. Render a supply chain management advisory service to the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other supply chain related issues to promote an effective supply chain environment. Promote effective supply chain management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of supply chain practices management policies, procedures and practices. Provide supply chain information and knowledge management services to the Department, for example: Maintain databases and draw relevant reports in relation to implementation of supply chain management policies, procedures and practices. Manage the selection, generation and presentation of supply chain management information taking into account the strategic and operational management information requirements. Approve and verify all documents and transactions on LOGIS / BAS according to delegations. Prepare reports on supply chain management issues and statistics. Compile monthly reconciliation’s and finalization of outstanding payments / submissions / recommendations. Supervise the activities of the supply chain clerks and/or supply chain practitioners and develop their skills towards contribute to the rendering of a professional supply chain management service to the Department.

ENQUIRIES :
Mr RJ Molisana Tel No: (051) 405 4255

POST 08/73 :
SKILLS DEVELOPMENT ADVISOR: HUMAN RESOURCE DEVELOPMENT REF NO: COGTA 22/2019

SALARY :
Basic salary of R242 475 per annum (Level 07)

CENTRE :
Bloemfontein

REQUIREMENTS :
Grade 12 or appropriate degree. 3-5 years working experience. Computer literacy; knowledge of the public service. Recommendations: Have Interpretation skills, Interpersonal skills, Community skills, Co-ordinations skills, listening skills and Counseling skills. Must have Organization skills, Conflict handling skills and
financial management skills. Must be committed, have Integrity, Professionalism; must be enthusiastic, Motivated, Loyal and Self driven.

**DUTIES**
Perform Skills Development functions within the department. Assist with the implementation of Internship and Learnerships within the department. Arrange and organize induction programmes to new employees within the department (including recordkeeping of attendance, etc.). Administer part-time bursaries in the department to ensure holistic development of human resource.

**ENQUIRIES**
Mr Mohale Mokhele Tel No: (051) 403 3754

**POST 08/74**
**INTERNAL AUDITOR REF NO: COGTA 23/2019**

**SALARY**
Basic salary of R242 475 per annum (Level 07)

**CENTRE**
Bloemfontein

**REQUIREMENTS**
National Diploma in Internal Auditing/ Financial Information Systems, B.com (Accounting, Auditing) or equivalent qualification. 1 – 2 years’ work experience in Internal Audit or related activities. Recommendations: Internal Audit Technician (Certificate: Technician Internal Audit) A valid driver’s license. Member of the Institute of Internal Auditors, South Africa (in good standing).

**DUTIES**
Perform a risk based audits, performance and ad-hoc audits in line with the Internal Audit Annual Plan, IIA standards and PFMA. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Perform planning of the internal audit engagement. Perform execution of the internal audit engagement. Make recommendations and prepare audit findings and consideration by the Senior Internal Auditor. Timeously attend to and prepare responses to audit queries emanating from the review of the audit file. Professionally evaluate client responses and perform follow up audits. Assist with administration of Internal Audit Activity. Keep up to date with the new developments within the internal audit environment.

**ENQUIRIES**
Ms L Sefako Tel No: (051) 403 3748

**POST 08/75**
**PERSONAL ASSISTANT: SUPPLY CHAIN MANAGEMENT REF NO: COGTA 25/2019**

**SALARY**
Basic salary of R242 475 per annum (Level 07)

**CENTRE**
Bloemfontein

**REQUIREMENTS**
Grade 12 with proven ability to apply knowledge and skills. Secretarial qualification (certificate, diploma, degree.). Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or Windows 95. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate, Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective, Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

**DUTIES**
Provide a secretarial/receptionist support service to the manager, receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded, performs advanced typing work, records the engagements of the senior manager, utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter, renders administrative support services, ensures the effective flow of information and documents to and from the office of the manager, ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies, obtains inputs, collates and compiles report, scrutinizes routine submission/reports and make notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders, drafts documents as required, does filing of documents for the manager and the unit where required, collects, analyzes and collates information required by the manager, clarifies instructions and notes on behalf of the manager, ensures that travel arrangements are well coordinated, prioritizes issues in the office of the manager, manages the leave register and telephone accounts for the unit, handles the procurement of standard items like stationary, refreshments etc
for the activities of the manager and the unit, provides support to manager regarding meetings: scrutinizes documents to determine actions/information/other documents required for meetings, collects and compiles all necessary documents for the manager to inform him/her on the contents, records minutes/decisions and communicates to relevant role-players, follow-up on progress made, prepares briefing notes for the manager as required, coordinates logistics arrangements for meetings when required. Supports the manager with the administration of the manager’s budget, collects and coordinates all the documents that relate to the manager’s budget, keep record of expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending, checks and correlates BAS reports to ensure that expenditure is allocated correctly, studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensured efficient and effective support to the manager, remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr RJ Molisana Tel No: (051) 405 4255

POST 08/76 : SUPPLY CHAIN PRACTITIONER ASSET MANAGEMENT REF NO: COGTA 31/2019 (X2 POSTS)

SALARY : Basic salary of R242 475 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate Degree or equivalent qualification. Recommendations: LOGIS/BAS Certificate and appropriate experience in a supply chain management environment.
DUTIES : Successfully implement and maintain supply chain management practices (including LOGIS Transactions) concerning logistics and stores and the maintenance of supply chain management processes in the Department to contribute to the rendering of a professional supply chain management service in respect of asset management, inclusive of disposals. Address and handle all enquiries related to asset management to ensure the correct implementation of supply chain management practices in this regard. Inform, guide and advice the Department and related employees on supply chain management matters related to asset management to enhance the correct implementation of supply chain management practices and policies in this regard. Approve transactions on LOGIS/BAS according to delegations. Supervise the activities of supply chain clerks and develop their skills.

ENQUIRIES : Mr RJ Molisana Tel No: (051) 405 4255

POST 08/77 : PERSONAL ASSISTANT: DIRECTOR INTERGOVERNMENTAL RELATIONS REF NO: COGTA 35/2019 (Re-advertisement)

SALARY : Basic salary of R242 475 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 with proven ability to apply knowledge and skills. Secretarial qualification (certificate, diploma, degree.). Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or Windows 95. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate, Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective, Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.
DUTIES : Manage engagements of the Director to improve service delivery and assist the Deputy Director General with regard to meeting attended: Liaise with and/or sensitize the Director regarding engagements. Prioritize appointments. Ensure that appointments are made. Compile all necessary documents for the Director in terms of the meetings to be attended and to sensitize the Director on the contents thereof. Prioritize documentation, correspondence, etc. Implement administrative measures to ensure the efficient functioning of the Directorate: Ensure an efficient flow of information and documents to and from the Directorate. Keep record of

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documents, memoranda, etc., which are dealt with by the Directorate. Stay updated with information from various media and to bring such information to the attention of the Director. Arrange for the placements of items on the agenda of meetings chaired by the Director and to ensure circulation of accompanying memoranda. Arrange for the attendance of the Director at meetings and other relevant gatherings. Produce/prepare relevant correspondence/papers in connection with the above arrangements. Render a secretarial function for committees chaired by the Director. Screen, transfer and handle all telephonic calls as well as other enquiries (internal and external). Manage, in liaison with the Director, the office supplies of the Directorate. Keep and maintain the Leave Register of the Directorate. Administer the Attendance Register of the Directorate and ensure that all officials sign in and out in a daily basis. Keep and maintain the Incoming and Outgoing Register of the Directorate in respect of all documents. Deal with enquiries from internal and external stakeholders. Handle travel and other logistical arrangements for meetings/workshops/events for the Director. Handle invoices and claims of the Director and other officials within the Directorate. Make photocopies of documents, submissions, etc. Obtain quotations and complete request forms/submissions for the ordering of stationary/equipment. Act as Transport Officer for the Directorate and perform all related functions. Act as Chief User Clerk for the Directorate and perform all related functions. Act as Sub Asset Controller to Deputy Director General control all the equipment and to report all losses in the Directorate. Handles all matters pertaining to personnel enquiries in the Directorate. Represents the Directorate on the Health and Safety Committee of the Department. Assist the Directorate with subsistence, travel and kilometres claims Liaise with service providers to ensure the maintenance of equipment (facsimile, photocopy machine, etc.); Administer the budget and procurement of the Directorate, which includes the following: Confirm the availability of funds prior to procuring goods and services. Monitor the budget expenditure of the Directorate and sensitive the Director on under-and/or-over-expenditure: Procure goods and services for the Directorate in liaison with the Director and process and handle all invoices, claims and payments. Handle documentation in the Deputy Director General office: Correctly classify documents and ensure the safe-keeping thereof. Ensure an efficient flow of information and documents to and from the Office of the Director. Destroy documents as and when instructed by the Director. Prioritize documentation, correspondence, etc. Prepare and co-ordinate, as directed by the Director, submissions, documents, briefing notes, etc. Ensure security of office and documentation. Remain au fait with applicable prescripts, policies and procedures: All relevant national/departmental prescripts/policies and other documents are studied and the application thereof is understood properly insofar as the functioning of the Office of the Director is concerned. Procedures that apply in the Office of the Director comply with prescribed policies/strategies insofar as procurement, photocopying, faxing, etc. are concerned. Undertake any other duties and responsibilities which are appropriate to the grade and role of the post.

ENQUIRIES: Mr Masukela T Tel No: (051) 407 6733

POST 08/78: PERSONAL ASSISTANT: DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: COGTA 21/2019

SALARY: Basic salary of R242 475 per annum (Level 07)

CENTRE: Bloemfontein

REQUIREMENTS: Grade 12 with proven ability to apply knowledge and skills. Secretarial qualification (certificate, diploma, degree.). Experience in a secretarial or administrative-related environment. Computer literacy. Knowledge of the public service and/or Windows 95. Recommendations: Ability to adapt to a changing environment. Ability to draft basic, correspondence, Plan, Organize, Communicate, Have good interpersonal relations, Work under pressure, Work in a team, Judge circumstances objective, Produce accurate work, Be professional. Integrity, Self-confidence, sense of responsibility, self-control, self-motivated and professional.

DUTIES: Provide a secretarial/receptionist support service to the manager, receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded, performs advanced typing work, records the engagements of the senior manager,
utilizes discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter, renders administrative support services, ensures the effective flow of information and documents to and from the office of the manager, ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies, obtains inputs, collates and compiles report, scrutinizes routine submission/reports and make notes and/or recommendations for the manager. Responds to enquiries received from internal and external and external stakeholders, drafts documents as required, does filing of documents for the manager and the unit where required, collects, analyzes and collates information required by the manager, clarifies instructions and notes on behalf of the manager, ensures that travel arrangements are well coordinated, prioritizes issues in the office of the manager, manages the leave register and telephone accounts for the unit, handles the procurement of standard items like stationary, refreshments etc for the activities of the manager and the unit, provides support to manager regarding meetings: scrutinizes documents to determine actions/information/other documents required for meetings, collects and compiles all necessary documents for the manager to inform him/her on the contents, records minutes/decisions and communicates to relevant role-players, follow-up on progress made, prepares briefing notes for the manager as required, coordinates logistics arrangements for meetings when required. Supports the manager with the administration of the manager’s budget, collects and coordinates all the documents that relate to the manager’s budget, keep record of expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending, checks and correlates BAS reports to ensure that expenditure is allocated correctly, studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensured efficient and effective support to the manager, remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Ms N Mosoeu-Kopa Tel No: (051) 405 5223

POST 08/79 : SENIOR LEGAL ADMINISTRATION OFFICER MR-3 REF NO: COGTA 18/2019

SERVICES: LLB and 2 years minimum experience. Recommendations: Must have knowledge and understanding of By-laws and by-elections. Municipal Demarcation Board Processes. Exhumation of Human Remains. All other local government legislations. He/ She must have the ability to draft submissions and reports. Good interpersonal relations and the ability to work under pressure. Be able to work in a team. Judge circumstances objectively. Produce accurate work as well as professional. He/ She must be able to solve problems.

DUTIES : The successful candidate will be responsible for the follow functions: Assist / Support municipalities with the drafting, adoption and promulgation of municipal bylaws. Prepare submissions and notices which include, but not limited to electoral and municipal demarcation matters. Facilitate the processing and approval of applications for the exhumation of mortal remains. Assist the HoD, MEC and municipal officials on legislation impacting on local government.

ENQUIRIES : Adv MA Mantso Tel No: 051 407 6783/ 29

POST 08/80 : REGISTRY CLERK: SUPPORT SERVICE REF NO: COGTA 01/2019

SERVICES: Basic salary R163 563 per annum (Level 05)

CENTRE : Bloemfontein

REQUIREMENTS : Grade 12 or equivalent qualification. At least a minimum of 2 years experience in the field. Recommendations: A valid driver’s license and proven knowledge of record management practices and processes.

DUTIES : Render a clerical support/operator service to the component. This would, inter alia, entail the following: Copy and fax documents. Keep and maintain the registry system, which includes administering the Remittance Register. Ensure the smooth, efficient and effective flow of documents (receive and distribute) between Record Management and the Department and/or external stakeholders. Receive
and distribute post and documents. Record documents in the required databases/registers. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render and general support service in Record Management, e.g. such as making photocopies of documents and receiving and/or sending facsimiles.

ENQUIRIES: Ms LM Bopalamo Tel No: 051 407 6705

POST 08/81: STATE ACCOUNTING CLERK REF NO: COGTA 14/2019 (X2 POSTS)

SALARY: Basic salary R163 563 per annum (Level 05)
CENTRE: Bloemfontein
REQUIREMENTS: Grade 12 includes Accounting, mathematics as subjects. Recommendations: Previous experience in a financial environment. Knowledge on PERSAL, BAS will be an added advantage. Among others he/she must be accurate, computer literate in BAS, Word, EXCEL, Communication and Accounting Skills.


ENQUIRIES: Mr T Bikane Tel No: (051) 405 5036

POST 08/82: STATE ACCOUNTING CLERK (DEBT) REF NO: COGTA 29/2019

SALARY: Basic salary R163 563 per annum (Level 05)
CENTRE: Bloemfontein
REQUIREMENTS: Senior certificate or NQF equivalent with proven ability to apply knowledge and skills. Recommendations: Skills such as good interpersonal relationships, accounting skills and computer literacy are some of the essential skills needed in executing the duties.

DUTIES: Assist with the implementation and administrating of financial accounting practice (PERSAL, BAS transactions) in the Department. Process of debt cases (in and out of service personnel of the Department). Maintaining of all debt cases (writing of letter, follow up calls). Maintain telephone accounts. Handle enquiries related to debt cases.

ENQUIRIES: Ms. P Tsotetsi Tel No: 051 403 3403

POST 08/83: SECURITY ADMINISTRATIVE CLERK: SECURITY MANAGEMENT AND ANTI-CORRUPTION REF NO: COGTA 20/2019

SALARY: Basic salary R163 563 per annum (Level 05)
CENTRE: Bloemfontein
REQUIREMENTS: Degree/ National Diploma in Security management or appropriate equivalent qualification. 3 years relevant experience and appropriate knowledge. Driver’s license. Recommendations: Public Sector experience. Must have skills in Analytical thinking; Formal presentation; Organizing and effective communication.

DUTIES: Carry out inspections on sites, in Respect of Security and OHS matters: Do rounds on building with contracted security companies; Check occurrence book of the external security provider; Compile report after each Site Inspection; All discrepancies are recorded in the occurrence book. Ensure that patrols are done by the external security company; and ensure that all required equipment is available at every security checkpoint. Advice, inform or instruct, as needed, External Security Providers on the Departmental Security mandate; Hold monthly meeting with external security Providers to ensure compliance; Inspect all relevant OHS areas and make recommendations via a report to Departmental OHS Officer. Form part or lead Departmental Security Teams that perform Security Functions to a Minimum Security Standard, as prescribed by National/Provincial Legislation and Organisational Policy; Attend, participate and report on Multi Agency Meetings to determine Security Risks and Contingency Plans for Public Gatherings, Events and Meetings; Participate in or Coordinate Quarterly Risk and Threat Assessment Teams at Departmental events. Participate or coordinate the departmental Security team, in ensuring that order is kept at departmental events. Collate and information on any physical security breaches; investigate the scene of reported
incidents, open a investigation in register and report to Security Manager; collect and gather information from Community with regard to Community meetings, events and investigations. Provide oversight to Safekeeping of Building’s Master Keys and the appointed Key controller’s processes; Participate in Security Awareness Sessions, to Departmental Officials and advise on Physical, Personnel and Information Security. Rendering courier services on classified information and documents. Ensures safe delivery of packaged to the relevant authority. Provide driver function when required to transport officials and/or designated individuals to destinations. Form part of Investigation teams into allegations of Fraud and Corruption. Within the Public Sector in the Free State.

ENQUIRIES: Mr H Tilotsane Tel No: (051) 405 4323

POST 08/84: DRIVER/MESSENGERS (X5 POSTS)

SALARY: Basic salary R115 437 per annum (Level 3)
CENTRE: Vrede Ref No: COGTA 02/2019 (X1 Post)
Thaba Bosiu Ref No: COGTA 03/2019 (X1 Post)
Monontsa Ref No: COGTA 04/2019 (X1 Post)
Bolata Ref No: COGTA 05/2019 (X1 Post)
Thaba Tseou Ref No: COGTA 06/2019 (X1 Post)

REQUIREMENTS: Grade 10 plus a valid driver’s license and 1-2 years experience in a similar environment. The incumbent should also be knowledgeable and able to function within the traditional environment in which he or she is expected to operate.

DUTIES: To drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timeously. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render clerical support/messenger services in the relevant office. This would inter alia entail to collect and delivery documentation and related items in the department. Copy and fax document. Assist in the registry.

ENQUIRIES: Ms LM Bopalamo Tel No: (051) 407 6705

POST 08/85: SECURITY OFFICERS (X5 POSTS)

SALARY: Basic salary R115 437 per annum (Level 3)
CENTRE: Mabolela Ref No: COGTA 07/2019 (X1 Post)
Monontsa Ref No: COGTA 08/2019 (X1 Post)
Dinkoeng Ref No: COGTA 09/2019 (X1 Post)
Namahadi Ref No: COGTA 10/2019 (X1 Post)
Thaba Tseou Ref No: COGTA 11/2019 (X1 Post)

REQUIREMENTS: Grade 12 and 1 year actual experience in a similar environment. Recommendations: Knowledge of work procedures related to the safeguarding of government premises and building. Knowledge of Customary Law. Have basic numeracy, basic interpersonal relationship, basic literacy and conflict management. Compliance with the Public Service Code of Conduct.

DUTIES: Render security services: Patrol government offices, buildings and premises; Identify security breaches and report thereon; Keep official premises tidy and neat; Monitor and ensure Proper and rightful ownership of livestock during public auctions; Act as witness during the payment of lobola for customary marriages; Investigate reported incidents of theft and/or crime by the community and report thereon; Lock and unlock government offices and entry gates to government premises; Accompany community members to burial sites in according with burial receipts; Guard community forests to prevent the unauthorized chopping/removal of trees, poles, branches, etc. This includes monitoring whether community members have permits for the removal of trees/poles/branches. Take community members not having authorized permit in custody and accompany them to the Morena for further action in line with customary law. Enhance orderly court hearing, which include the following: Delivery summons; handle disruptive behavior during court cases; accompany witnesses to court cases; fetch and escort accused community members to court cases if and when they do not attend such court hearings (in liaison with the Police Service); ensure that community members and/or witnesses attending court hearings are not armed.
ENQUIRIES : Ms LM Bopalamo Tel No: (051) 407 6705
POST 08/86 : CLEANERS (X2 POSTS)

SALARY : Basic salary R96 549 per annum (Level 02)
CENTRE : Thaba Bosiu Ref No: COGTA 12/2019 (X1 Post)
Thaba Tseu Ref No: COGTA 13/2019 (X1 Post)

REQUIREMENTS : ABET Training, no previous experience is required. Recommendations: Practical experience in the cleaning field will be an added advantage, cleaning equipment, work procedures with regard to cleaning services. Basic interpersonal skills, basic literacy. Loyal, trustworthy, client oriented and committed.

DUTIES : Perform cleaning services of a routine nature, which includes the following: Empty dustbins, Wash crockery and cutlery, Dust furniture in offices, Vacuum and/or sweep carpets, Sweep offices and corridors, Polish furniture, Wash windows and walls, Clean and keep toilet tidy, Place toilet rolls and soap, Clean and keep kitchen tidy, Place water and crockery for meetings in venue/s and Clean meeting venue/s.

ENQUIRIES : Ms LM Bopalamo Tel No: (051) 407 6705

DEPARTMENT OF POLICE, ROADS AND TRANSPORT

APPLICATIONS : Head: Police, Roads and Transport, P.O Box 119, Bloemfontein 9300 or delivered by Hand at Medfontein Building, St. Andrew Street Bloemfontein
CLOSING DATE : 15 March 2019
NOTE : Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA) and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. The shortlisted candidate will be subjected to criminal vetting and Qualification Verification. People with disability are encouraged to apply.

MANAGEMENT ECHELON

POST 08/87 : DIRECTOR: INTERNAL AUDIT REF NO: FS PR&T/DIA/ 01/01/2019 (X1 POST)

SALARY : R1 005 063 per annum (Level 13) (An all-inclusive package). The remuneration package consists of the basic salary, the Government’s contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owners’ allowance and medical aid assistance.

CENTRE : Head Office

REQUIREMENTS : An appropriate 3 year Bachelor or equivalent NQF level 6 qualification augmented by at least 5 years’ experience in middle management level within the field of Auditing.

DUTIES : Ensure that an effective and efficient internal audit service is rendered to the Department of Police, Roads and Transport, which includes: Preparing in consultation with and for approval by the Audit Committee responsible for the Department the following: A three year strategic Internal Audit Plan based on its assessment of key areas of risk for the Department. Compiling Audit Plans and quarterly reports for the Audit Committee detailing performance against the plans. Ascertain the extent of compliance with established policies, procedures and
applicable laws and regulations. Ascertain the extent to which the Department’s assets are accounted for and safeguarded from losses of any kind. Recommend necessary improvements in the internal control system where controls have been found to be malfunctioning, insufficient or nonexistent. Recommend necessary improvements in the accountability and safeguarding of the Department’s assets and the reliability of management information. Participate in the development of automated information system.

**ENQUIRIES**

Mr. N.N Selai-Chief Director: Corporate Services Tel No: 051 409 8481
ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

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: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE: 15 March 2019

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

MANAGEMENT ECHELON

POST 08/88: DIRECTOR: STRATEGIC PLANNING REF NO: REFS/003628
Chief Directorate: Strategy Management

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

REQUIREMENTS: Matric/Grade 12 plus a recognized NQF level 7 qualification in Business Management or related. A minimum of 5 years’ experience in a middle management role relating to Strategic Planning. Experience in data analysis will be an added advantage.

DUTIES: To manage and coordinate the implementation of strategic planning management services. Develop, implement and sustain synchronized strategic management processes. Articulate GPG outcomes and define e-Government outcomes. Develop the e-Government Strategic Plan, working closely with senior management, involving them in proposing key elements of the overall e-Government strategy and develop major strategic initiatives. Facilitate the process of developing the Annual Performance Plan (APP) and Operational Plans according to policy guidelines. Ensure alignment across the strategic plan, APP, Operational plans and performance contracts. Manage the strategy execution.

ENQUIRIES: Mr. Errol Ogle Tel No: (011) 689 6861

POST 08/89: DIRECTOR: HUMAN RESOURCE ADMINISTRATION (CLUSTER 1) – REF NO: REFS/003629
Chief Directorate: Human Resource Services

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


DUTIES: Efficiently and effectively executing all HR related mandates on behalf of the GPG departments based on client expectation in terms of SLA compliance as well as
compliance to Service Standards stipulated in the e-Government’s Batho Pele Service Charter. Furthermore, by contributing towards the achievement of e-Government’s vision, mission and strategic objectives as contained in its Annual Performance Plan. Strategic leadership direction and operational support and supervision. Customer Relationship Management. General Management. Strategic leadership: provide strategic and operational leadership support by developing the Service Unit’s APP and developing the Service Unit’s Operational Plan. Financial Management-submit unit’s annual demand plans to undertake key delivery projects and ensure optimal spending of allocated resources. Customer Relations Management-draft and sign off letters of engagement with GPG clients about the rollout of key projects. Knowledge Management-establish and maintain a knowledge repository to enable business continuity. People Management-implement effective people management skills to sustain a healthy labour relations environment. Risk Management-draft approve and update risk mitigation plans. Change Management-ensure uptake and optimal utilization of modernization tools rolled out to targeted departments. Communications-build internal strong interpersonal, team relations as well as strengthening external relations by establishing appropriate channels and stakeholder forums.

ENQUIRIES

Mr. Errol Ogle Tel No: (011) 689 6861

OTHER POST

POST 08/90

SENIOR LEGAL ADMINISTRATION OFFICER (OSD MR6) REF NO: REFS/003630

Directorate: Legal Services

SALARY

R725 487 - R1 084 437 per annum (all-inclusive remuneration package) OSD – MR6

CENTRE

Johannesburg

REQUIREMENTS

An LLB degree or four year recognised legal qualification coupled with at least 8 years post qualification experience in the legal environment. Admission as an Attorney or Advocate. At least three years’ experience in a managerial position in legal environment will serve as an advantage. Proven knowledge and experience in litigation, drafting of contracts, contract management, conducting legal research and providing well researched legal opinions. Good communication skills (written & verbal). Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of Administrative law, knowledge of SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA and regulations. Extensive knowledge and proven experience in labour relations litigation and dispute resolution procedure will serve as an added advantage. Good Office Administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc.). A valid driver’s license will be an added advantage.

DUTIES

Provide litigation management services and support including Labour relations matters. Conduct vetting of policies, contracts, charters and related legal documents. Draft contracts, MOU’s and SLA’s, memorandum and letters on behalf of the Department. Provide well researched legal opinions and advice in complex matters relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing legislation and to provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Provide support on contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes which includes representing the Department (e-Gov) at arbitrations and in a court of law in addition to liaising with outside appointed legal professions. Ensure and maintain professionalism in providing key legal support to business units within the e-Gov. Ensure that all administration processes adhere to legislative and policy
compliance including PAJA and PAIA. Compile instructions to external consultants, State Attorneys and manage the progress of matters until finalization. Produce monthly & quarterly reports and analysis of matters received. Responsible for setting performance targets.

ENQUIRIES
Mr. Oscar Baloyi Tel No: (011) 689 4648

DEPARTMENT OF HEALTH

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.

ERRATUM: kindly note that the post of Chief Dietitian Grade 1 with Ref No: BGH 2019/FEB/03 (for Bertha Gxowa Hospital) advertised in Public Service Vacancy Circular 07 dated 22 February 2019 has been withdrawn.

OTHER POSTS

POST 08/91
DEPUTY MANAGER: PHARMACEUTICAL SERVICES CONTRACT MANAGEMENT REF NO: MSD2019/02/01 (X1 POST)
Directorate: Pharmaceutical Services

SALARY
R975 945 per annum (all inclusive salary package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules).

CENTRE
Medical Supplies Depot

REQUIREMENTS
A B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 year’s experience at a middle management level in the pharmaceutical supply chain environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver’s license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Preferential Procurement Policy Framework Act, Good Pharmacy Practice (GPP), the Medicines and related substances Act, Supply Chain Management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist’s assistants.

DUTIES
Work with the data analyst and the demand planner in assessing the level of adherence of the depot procurement unit to national and provincial contracts. Assess the degree of compliance of contracted suppliers to general and specific conditions of contract. Analyse trends of non-compliance and develop strategies to improve compliance. Oversee the implementation of the penalty clause as detailed in the general conditions of contract to all underperforming and non-performing contracted suppliers. Work with the finance unit in analyzing compliance of the depot to the Public Finance Management Act (PFMA) in the payment of suppliers and service providers. Analyse the reasons for delayed payments and develop strategies and innovative interventions to improve and align supplier payments to the PFMA. Continually advice the procurement unit to procure based on submitted estates.

ENQUIRIES
Ms N Thipa Tel No: (011) 628 9002

APPLICATIONS
Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

NOTE
A curriculum vitae with a detailed description of duties and the names of two referee, plus recently certified copies of proof of registration with SAPC, payment of annual fees and your driver’s license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

CLOSING DATE
15 March 2019
POST 08/92 : DEPUTY MANAGER: PHARMACEUTICAL SERVICES PROJECT
MANAGEMENT REF NO: MSD2019/02/02 (X1 POST)
Directorate: Pharmaceutical Services

SALARY : R975 945 per annum (all inclusive salary package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules).

CENTRE : Medical Supplies Depot

REQUIREMENTS : A B. Pharm. degree or an equivalent qualification registerable with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees with the SAPC. Must have 3 years experience at a middle management level in the pharmaceutical supply chain management environment. A qualification in Project Management. Proof of formal training on advanced excel. A valid driver's license. A good understanding of the National Drug Policy, the Essential Drugs Programme, the Public Finance Management Act, Good Pharmacy Practice(GPP), the Medicines and related substances Act, Supply Chain management protocols in the public service and the planning process of the Department. Good verbal and written skills. Good communication and presentation skills. Willingness to register with SAPC as a tutor for the training of pharmacy interns and learner pharmacist’s assistants.

DUTIES : Project management for all special projects undertaken at the depot. Stakeholder engagement both in the public service and private sector. Overseeing change management activities at the depot and affected institutional pharmacies. Marketing of all projects undertaken at the depot to all relevant stakeholders. Communication of policy changes and all other relevant information to all stakeholders. Assist in inventory management in the warehouse. Ensure the depot is compliant to Good Pharmacy Practice, Good Warehouse Practice and all the requirements of the Medicines Control Council at all times.

ENQUIRIES : Ms N Thipa Tel No: (011) 628 9002

APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

NOTE : A curriculum vitae with a detailed description of duties and the names of two referee, plus recently certified copies of proof of registration with SAPC, payment of annual fees and your driver’s license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA). Shortlisted candidates might be subjected to competency assessment.

CLOSING DATE : 15 March 2019

POST 08/93 : REGISTRAR (MEDICAL) REF NO: HRM 13/2019
Directorate: Nuclear Medicine

SALARY : R780 612 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Registrars must be registered with the Health Professions Council of South Africa and must be post Community Service.

DUTIES : Involvement in the provision of a professional clinical nuclear medicine service. Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient treatment with unsealed sources. Patient management and clinical assessment. Responsibility for patient care in the department. Liaison with other disciplines. Teaching and training within the service. Providing after hour care in accordance with the commuted overtime contract. Working with the Head of Department in the day-to-day running of the department.

ENQUIRIES : Prof. MM Sathekge Tel No: (012) 354 1794

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

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

**CLOSING DATE**: 15 March 2019

**POST 08/94**: DEPUTY DIRECTOR REF NO: DDHRM/2019/01
Directorate: Human Resource Management

**SALARY**: R697 011 All Inclusive Package

**CENTRE**: Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**: Appropriate bachelor’s degree/ National diploma in Human Resources Management NQF level 7 or equivalent qualification, with at least 10 years relevant experience in the Human Resource field of which at least 5 years must be at a Middle Management Level. A relevant post Graduate qualification will be an added advantage. The applicants must have relevant managerial/ supervisory experience in Human Resource Management. A demonstrated ability to develop, monitor and evaluate HR policies and Procedures. The ability to interpret, and analyse HR data and extensive computer literacy (MS Office). Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: Knowledge of PERSAL system, knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Public Finance Management Act and other HR legislation and prescripts (including PSCBC and other relevant bargaining council resolutions). Competencies Required: Strategic capability and leadership, people management and Empowerment, Programme and Project management, Service Delivery innovation, Problem solving and analysis, Client orientation and customer focus and communication. A valid driver's license.

**DUTIES**: Implement Human Resource policies and strategies and ensure the alignment of the organizational structure to the hospital strategic plan. Develop standard operating procedure in areas of responsibility. Manage human resources information and knowledge. Monitor and evaluate the implementation of human resources strategies. Render efficient HR administration services including the departmental performance management and development system (PMDS). Manage appointments, transfers, and terminations on the personnel salary and PERSAL system. Manage the compensation and conditions of services of staff members. Manage HR personnel records. Coordinate the development of the institutional HR plan in line with the allocated budget. Manage salary administration and remuneration. Monitor and evaluate the quality information captured on PERSAL and other HR Database. Authorise manual and electronic transactions and verify source documents. Maintenance of post establishment on HRM database. Attend to Auditor General Findings, National Core Standards, and HR Risk Management and compile action plan reports.

**ENQUIRIES**
Ms K. Lekgetho Tel No: 011 488 3762

**APPLICATIONS**
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 18, No. 17 Jubilee Road, Parktown

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

**CLOSING DATE**: 15 March 2019
POST 08/95

ASSISTANT MANAGER NURSING: SPECIALTY GYANE AND OBSTETRICS

Directorate: Nursing

This is a re-advertisement. It was previously advertised in circular 50 of 2018 and those who have applied previously do not need to re-apply.

SALARY: R581 826 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS:
Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma degree in Nursing as a Professional Nurse, plus a post basic nursing qualification with the duration of at least 1 year in relevant specialty. Degree/diploma in Nursing Management A minimum of 10 years appropriate \ recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate\ recognizable experience after obtaining the 1 year post basic qualification in Advanced midwifery Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy.

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

ENQUIRIES: Mrs. A Mowayo Tel No: (012) 354 1300

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

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

CLOSING DATE: 15 March 2019

POST 08/96

ASSISTANT MANAGER-ORTHOPAEDIC NURSING PNB4

Directorate: Nursing

SALARY: R532 449 – R617 253 per annum

CENTRE: Tembisa Provincial Tertiary Hospital

REQUIREMENTS:
Grade 12 (standard 10) Basic qualifications in terms of Government Notice 425 (i.e. Diploma/Degree or equivalent qualifications that allows registration with the SANC as a professional nurse. Plus, post basic Orthopaedic Nursing qualification with at least 1 year accredited with SANC in terms of R212. Minimum of 10 years appropriate recognizable experience in nursing after registration with SANC as a professional nurse. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty Critical Care Nursing. A neuro-surgical and Burns ICU experience will be added an advantage.

DUTIES:
To ensure safe and effective clinical nursing practice general and Orthopaedic Nursing. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Ability and knowledge to carry out Orthopaedic Nursing procedures and management as per scope of practice. Ensure ongoing monitoring and evaluation of Orthopaedic services. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting,
ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

ENQUIRIES: Mr. W.N Mothwane Tel No: (011) 923 2050/ (011) 923 2331
APPLICATIONS: Applications to be addressed to: Human Resource Department, Tembisa Provincial Tertiary Hospital, Private Bag X07, Olifantsfontein 1665 or submitted to Corner Flint Mazibuko & Reverend Namane, Olifantsfontein 1665.

NOTE: The provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any public service department or from website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. N.B: The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

CLOSING DATE: 15 March 2019
POST 08/97: CHIEF DIETITIAN GRADE 1 REF NO: BGH 2019/FEB/25
Directorate: Allied

SALARY: R440 982 per annum (plus benefits)
CENTRE: Bertha Gxowa Hospital
REQUIREMENTS: Qualified Dietitian (B / Bsc Dietetics) and currently be registered with the HPCSA as a Dietitian. Educated to a Basic Degree. Sound knowledge of dietitian principles including nutritional assessment and analysis. Registration with Health Profession Council of South Africa (HPCSA). A minimum of at least 3 years working experience. Supervisory experience will be an added advantage. A valid driver’s license, Computer literacy, Communication Skills, Monitoring and evaluation and comprehensive knowledge of community-based rehabilitation Sound knowledge of general clinical nutritional management. Sound knowledge of nutrition for people with HIV/AIDS and TB. Excellent counseling skills. Good verbal and written communication skills. Knowledge in monitoring and evaluation of the ART programme. Good interpersonal and team building skills. Skills in research methods. Ability to work under pressure and independently. Time management skills. Basic computer literacy in MS Word and MS Excel.

DUTIES: To provide nutritional counseling and support for HIV/AIDS and TB with emphasis on nutrition assessment, planning, implementation and evaluation. To monitor, evaluate and follow-up all HIV/AIDS and TB patients receiving nutritional intervention. To liaise with other health care professionals regarding the nutritional care of patients in HAST and various clinics. To train of staff on nutritional related issues and to ensure the smooth running of food service unit. To ensure that the site has adequate supplies of supplements and to manage the supplements according to supply chain approved principles. To manage, plan, coordinate departmental functions including report writing (monthly and annual) and collation of daily and monthly statistics. To contribute towards quality improvement within the site and Dietetics Unit. To make recommendations with regard to policies / procedures for active functioning of HAST and various Clinics / Dietetic site. To collaborate with District and Central Office, attend meetings and provide required information / statistics. To supervise nutrition counselors / Assistant in the hospital.

ENQUIRIES: Ms. L. Smook Tel No: (011) 278 7696
APPLICATIONS: Applications must be delivered to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.

NOTE: Fully completed Z83, CV, certified copies of ID and qualifications not older than three Months. People with disabilities are encouraged to apply. Medical
surveillance will be conducted to successful candidate. If you did not hear from us within three months, please consider your application unsuccessful.

**POST 08/98**

**CLINICAL PROGRAMME COORDINATOR: GRADE-1 TRAINING & DEVELOPMENT**

Directorate: Nursing

**SALARY**

R420 318 – R473 067 per annum

**CENTRE**

Tembisa Provincial Tertiary Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualifications that allows registration with the SANC as a Professional nurse. A minimum of 7 years appropriate / recognisable experience in nursing after registration as professional nurse with SANC in general nursing. Qualification/experience in nursing education/staff development will be added an advantage.

**DUTIES**

Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Monitor, coach and mentor staff in delivery of quality patient care in the units according to nursing education and practice standards and national core standards and health department goals and objectives. Identify in-service training needs for all nursing personnel across the hospital. Programming, plan the implementation monitoring and evaluation of in-service programs. Orientation and induction of newly appointed nursing personnel. Plan, co ordinate, facilitate and monitor clinical learning exposure in various clinical setting for individual nursing personnel. Coordinate career, professional, leadership and skills development program implementation of continuing professional development for nurses and midwives. Participate in relevant research projects in the wards and education and training. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES**

Mr. W.N. Motshwane Tel No: (011) 923-2050

**APPLICATIONS**

Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X 7 Olfantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olfantsfontein 1665.

**NOTE**

The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Due to the large number of applications we envisage receiving, applications will not be an acknowledged, If you do not receive any response within 3 months, please accept that your application was not successful. N.B: The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

**CLOSING DATE**

15 March 2019

**POST 08/99**

**OPERATIONAL MANAGER NURSING: OPERATING THEATRE CSSD**

Directorate: Nursing

**SALARY**

R420 318 – R473 067 per annum

**CENTRE**

Tembisa Provincial Tertiary Hospital
**REQUIREMENTS**

Grade 12 (standard 10) Basic qualifications in terms of Government Notice 425 (i.e. Diploma/Degree or equivalent qualifications that allows registration with the SANC as a professional nurse. Minimum of 9 years appropriate /recognizable experience in nursing after registration with SANC as a professional nurse with SANC in general nursing with at least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty trauma & emergency nursing science. A post basic nursing qualification, in theatre tech with a duration of at least 1 year accredited with SANC in Theatre Tech- (Operating Theatre) and emergency nursing science.

**DUTIES**

Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team unit level to ensure good nursing care by the team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment, care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contracts, build and maintain a network of professional relations in order to enhance service delivery and demonstrative basic computer literacy as a support tool to enhance service delivery. Be informed with labour act Practices-manage and monitor utilization of human financial and physical resources. Provision of effective support to nursing.

**ENQUIRIES**

Mr. W.N Mothwane Tel No: (011) 923 2050/ (011) 923 2331

**APPLICATIONS**

Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.

**NOTE**

The provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any public service department or from website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

**CLOSING DATE**

15 March 2019

**POST 08/100**

**OPERATIONAL MANAGER: MEDICAL OPD – NURSING – PNA5**
Directorate: Nursing

**SALARY**

R420 318 – R473 067 per annum

**CENTRE**

Tembisa Provincial Tertiary Hospital

**REQUIREMENTS**

Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. A minimum of 07 years appropriate / recognisable experience in nursing after registration as a professional nurse. Primary health care and experience in outpatient department will be an added advantage.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Ensuring that patient are seen by doctors. All red flags monitored and reported to Area Manager and relevant programme co – ordinador. Overall supervision of queue management / and management of waiting time. Triaging of patient according to condition. Prepare and help doctor in consulting rooms. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the hospital. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter professional, inter – sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practice, standard and procedures. Manage and monitor proper utilization of human, financial and physical resources. Provision of effective support to nursing service. Maintain professional growth / ethical standard and self-development. Be informed with Labour Act Practices.
ENQUIRIES: Mr. W.N Mothwane Tel No: (011) 923 2050
APPLICATIONS: Applications to be addressed to: The Human Resources, Tembisa Provincial Tertiary Hospital, Private X 7 Olifantsfontein 1665 or submitted at corner Flint Mazibuko and Rev. R.J.T Namane Olifantsfontein 1665.

NOTE: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful. N.B: The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

CLOSING DATE: 15 March 2019
POST 08/101: SW AS SOCIAL WORK SUPERVISOR GRADE 1 REF NO: HRM 12/2019
Directorate: Social Work Department
SALARY: R363 507 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: BA Degree in Social Work. A minimum of 7 years appropriate experience in Social Work after registration with the SACSSP. Proof of supervisory experience of 3-5 years will be an advantage. To have computer literacy and a valid driver's license.
DUTIES: Provide Social Work Services of an advanced and specialized nature. Extensive involvement with management of the Social Work Department and subordinate. Conduct supervision according to supervision policy and be conversant with Performance Management and Development System. Training to be offered to the Social Work Team, the hospital staff, students and communities where indicated. Research involvement where indicated. Knowledgeable regarding the acts relevant to health care and social development. Extensive knowledge regarding resources in the community to assist effective service delivery to patients. Network with team members, communities and resources in the community to assist the client population effectively. Effective administration skills, record -keeping and completion of compulsory statistics.

ENQUIRIES: Mrs. NA Mashego Tel No: (012) 354 1212
APPLICATIONS: Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
NOTE: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 15 March 2019
POST 08/102: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SEB/AD/02
Directorate: Human Resources
SALARY: R356 289 per annum plus benefits
CENTRE: Sebokeng Hospital
REQUIREMENTS: National Diploma/Degree in Human Resources, with 5 years experience or Grade 12 (Matric) with 15 years. Experience in HR. At least 3 years supervisory experience in HRM. 2 years experience in Health Environment will be an advantage. Computer literacy. Knowledge of and experience in the Persal System. Knowledge of Public Service Act and other legislative prescripts that govern Human Resource Management. Knowledge of Human Resources administration process. Ability to communicate well with people at different levels from different backgrounds. Must be driven, customer -focused individual with excellent
planning, organizing, good interpersonal relations and presentation skills. Must be able to work under pressure.

**DUTIES**: Manage and render effective personnel administration, salary administration and leave administration services. Manage all conditions of service practices. Give guidance, manage and monitor safe keeping and record keeping of personal information and insure compliance with Human Resource legislative framework and prescripts. Manage and oversee the smooth running and functioning of the Conditions of Service Unit. Ensure that the units monthly and quarterly reports are compiled and presented. Participate in management committees and meetings. Give advice on procedural policy matters and end users. Manage and supervise staff and activities within the department. Train and motivate staff. Administrate discipline and implement grievance procedures. Direct and manage performance to meet Batho Pele standards for customer in all areas within the department. Review performance of team players and attend to audit queries. Report on sectional activities and collate statistics for management analysis. Compile and updates reports. Contribute to the departments planning, budgeting and procurement processes. Comply with Performance Management and Development Systems (contacting quarterly reviews and final assessment.

**ENQUIRIES**

Mr. NV Mathonsi Tel No: 016 930 3004

**APPLICATIONS**

Applications should be sent by courier or posted to Sebokeng Hospital Private Bag X058 Vanderbijlpark 1900 or hand delivered to Sebokeng Hospital, The HR Department, Moshoeshoe Street, Sebokeng. Please refrain from online applications as we are experiencing system challenges

**NOTE**

Applications must be submitted on form Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old) Failure to submit all the requested documents will result in the application not being considered. People with disabilities are encouraged to apply. Recommended Applicants will undergo pre-employment medical surveillance.

**CLOSING DATE**: 15 March 2019

**POST 08/103**: MIDDLE MANAGER- FMU REF NO: REFS/003673 (X1 POST)

Directorate: FMU Department

**SALARY**: R356 289 – R430 389 per annum (all-inclusive package)

**CENTRE**: Helen Joseph Hospital

**REQUIREMENTS**: Grade 12 certificate plus 5 - 10 years’ experience in Management of Facility Maintenance or 3 years National Diploma in facility management or build environment. Good interpersonal skills and writing. Knowledge of the PFMA.

**DUTIES**: will be responsible for the maintenance of building, Horticulture, Pest control and the landscape. Ensure that specifications for projects are in compliance with statutory requirements and are done on time. Liaise with inspectors of the department of infrastructure development internally and at the regional office. Compile weekly and monthly reports. Ensure that contractors working in the hospital comply with OHS regulations. Make daily walkabouts on a daily basis and attend to risk encountered. Will be required to work weekends and after hours if necessary. Control day to day budget to meet hospital requirements. Attend OHS facility and security meeting.

**ENQUIRIES**

Mr. CD Mogale Tel No: 011 489 0571

**APPLICATIONS**

Applications should be submitted at the Helen Joseph Hospital, No14 Perth Road Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za

**NOTE**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your
application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE: 22 March 2019

POST 08/104: MONITORING & EVALUATION OFFICER
Directorate: Human Resource

SALARY: R356 289 – R419 769 per annum (Level 09)
CENTRE: Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Minimum of Grade 12 with a Diploma/ Degree in Monitoring & Evaluation, Risk Management, Statistic (information) a minimum of 3 years relevant experience working in Monitoring and Evaluation or Health Information Management (DHIS) will be added an advantage. Exposure to data collection, analysis and interpreter, assessment and reporting of service outputs using Monitoring and Evaluation principles/framework. Competencies, strong interpersonal and communication skills with good knowledge in computer packages (Ms word, Excel, MS PowerPoint and Access) and Batho Pele Principles, Proficiency in English and other official languages.

DUTIES: Administration of Clinical Audit processes, quality Audits/data audits in the Monitoring and evaluation unit within the hospital environment. Ensuring that the audits are conducted as planned and as merited by urgency of the situation as per mandate of the supervisor. Write reports of the outcome of the audit taken. Work with departments and units to correct discrepancies emanating from audits conducted. Ensure the gathering and collection of quality data for compilation of M & E and Information data. Manage own work and identify own development needs. Perform duties and functions assigned or delegated M & E Manager and Senior Management. Collate and Coordinate daily/ weekly operating reports (DWORs) to inform clinical intervention and planning. Update all the DWOR information within the hospital and ensure that all challenges encounter are escalated accordingly. Communicate with the staff in the directorates for gathering evidence of performance. Ensure a pleasant working environment through maintain positive attitude at all times. Execute the implementation of the unit’s operational plan. Provide monthly M & E reports including ad-hoc reporting.

ENQUIRIES: Dr. E Sampier Tel No: (011) 923 2311
APPLICATIONS: Applications to be addressed to: Human Resource Department, Tembisa Provincial Tertiary Hospital, Private Bag x07, Olifantsfontein 1665 or submitted to Corner Flint Mazibuko & Reverend Namane, Olifantsfontein 1665.

NOTE: The provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on form Z83, obtainable from any public service department or from website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualification. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. N.B: The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

CLOSING DATE: 15 March 2019

POST 08/105: ASSISTANT DIRECTOR: FINANCIAL CONTROLLER- FINANCIAL REPORTING REF NO: MSD2019/02/03 (X2 POSTS)
Directorate: Financial Management

SALARY: R356 289 per annum (Level 09)
CENTRE: Medical Supplies Depot
REQUIREMENTS: The applicants must be in possession of a recognised 3 year National Diploma or Degree in Financial Management (Accounting or Finance -NQF 7) with at least 5
years of proven relevant experience in the field of financial management with emphasis in financial reporting. Knowledge: Computer Literacy and in particular MS office, BAS and PERSAL. Skills: Accounting and Financial Management and Project Management Skills, High numerical skills, Communication: Good verbal and Written communication skills, Creativity: Pro-active, Innovative thinker and must be able to work under pressure and have a driver’s license.

DUTIES: The successful candidate will assist the middle manager: financial reporting (L11) with the compilation and preparation of GRAP compliant monthly, interim and annual financial statements. Maintain properly reconciled accounts up-to-the general ledger in the entity’s books i.e. Assets, Liabilities, Revenue and Expenditure accounts. Assist with the provision of relevant information to a number of applicable internal and external oversight committees. Must apply sound knowledge of generally recognised accounting practice (GRAP) standards, Public Finance Management Act (PFMA), treasury regulations and supply chain management (SCM) policies such as the PPPFA, among other things. Make effective use of MS excels in the generation of numerous financial reports of the entity in a manner that is efficient to financial reporting. Use your acquired experience in inventory management system(s) to add value to the entity’s core business functions. Collate all the entity’s financial and pre-Determined Objectives (PDO) information timeously e.g. monthly, quarterly and annually for consolidated reporting purposes. Plan and manage staff and projects. Prepare presentations in appropriate applications to senior management and other internal oversight committees.

ENQUIRIES: Mr K.M Kasumba Tel No: (011) 628 9002

APPLICATIONS: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

NOTE: A curriculum vitae with a detailed description of duties and the names of two referees, your driver’s license as well as recently certified copies of all qualifications must accompany your application for employment (Z83). It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification authority (SAQA).

CLOSING DATE: 15 March 2019
POST 08/107 : SUPPLY CHAIN SUPERVISOR REF NO: HRM 03/2019
Directorate: Supply Chain Management

SALARY : R242 475 per annum (Level 07) (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12 with 3 – 5 years’ experience in Supply Chain Management. NQF level 5 relevant to Supply Chain Management or equivalent qualification. Knowledge of PFMA Policies and Supply Chain Management procedure and Asset Management. Understanding of expectations of customers and good communication skills. Valid Driver's License and Computer literacy.
DUTIES : Manage and supervise Laundry Department and Asset management in line with the Departmental Policies. Manage the procurement of goods and services in line with the needs of the Institution. Manage the Goods received vouchers and transit in functions effectively and efficiently. Manage, Plan and supervise the stock take process and compile the report and submit it timeously. Manage the warehouse and contract management effectively and efficiently. Compile the monthly theoretical report and submit it on time. Attend to queries from internal and external stake holders. Attend to all committees seconded to and provide the feedback if requested. Assist in the management of budget in the Institution. Monitor the development and performance of staff. Act as the link between the Management and Procurement.

ENQUIRIES : Mr. B.H. Shuping Tel No: (011) 951-8207
APPLICATIONS : Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740.
NOTE : Applications must be submitted on a Z83 form, CV, certified copies of ID, and Qualifications to be attached. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
CLOSING DATE : 15 March 2019

POST 08/108 : FACILITY MANAGEMENT SUPERVISOR REF NO: HRM 04/2019
Directorate: Administration

SALARY : R242 475 per annum (Level 07) (Plus Benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12 certificate with 3 - 5 years' experience in Facility Management. NQF level 5 relevant to Facility Management or equivalent qualification. Knowledge of Building maintenance and Projects Management. Knowledge of Managing Facility Services in a Hospital environment. Good Financial Management skills. Knowledge of PFMA, OHS Act and other related Legislations. Valid Driver's license, Computer literacy, Presentation and analytical Skills, Conflict Management and ability to work independently and under pressure.
DUTIES : Manage the maintenance of hospital buildings, machineries (boilers, generators, laundry washing machines and other). Manage state accommodation. Conduct building audits, office accommodation and residential allocation and hospital keys. Manage all statutory projects and onsite contractors, liaise with all stake holders, draft specification and / or scrutinize specification in consultation with DID inspectors. Ensure the availability of boiler coals and supplements. Identify, receive and log call for all the defects. Record management (develop and manage all relevant registers). Order day to day maintenance accessories of the section, control and organize all the activities of the section. Rendering support in OHS, Infection Control and Quality Assurance Committees. Take water and electricity meter reading on monthly basis and submit to Finance for billing. Attend meetings, compiling of reports and motivations. Develop and management of maintenance plan in line with the strategic and operational plan of the Institution. Conduct monthly inspection of all critical areas and develop plan of action. Monitor the development and performance of staff. Perform all delegated responsibilities.

ENQUIRIES : Mr. B.H. Shuping Tel No: (011) 951-8207
APPLICATIONS : Applications must be submitted to HR in the Administration Building or posted to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740.
NOTE : Applications must be submitted on a Z83 form, CV, certified copies of ID, and Qualifications to be attached. Sterkfontein Hospital is committed to the pursuit of
diversity, redress and will promote representation in terms of race, disability and
gender.

CLOSING DATE : 15 March 2019

POST 08/109 : FOOD SERVICE MANAGER REF NO: FSM/SRH/170/19
Directorate: Allied

SALARY : R242 475 per annum (Plus Benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : An appropriate Degree/Diploma in Food Service Management/ Food and Beverages/ Hospitality Management. Relevant B/Tech Degree will be an added advantage. Minimum of three years relevant experience in Food Service Management in the clinical (hospital) environment. Operations and basic computer literacy will be recommended. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control is required. Good interpersonal, analytical and problem-solving skills. Ability to work as in a team and independently under pressure. Have effective leadership skills. Knowledge of Public Service Act and regulations, Basic conditions of Employment Act, National and Provincial Policy framework, PFMA. Good financial management knowledge, presentation, analytical skills and conflict management.

DUTIES : Manage food services according to Food Based Guidelines (FBG), in terms of portion control, quality control and service standard. Manage food preparation, serving of food and refreshment. Manage stock levels and conduct stock taking monthly. Do plate wastage and opinion surveys to ensure that production, serving and distribution of meals follow the prescribed guidelines. To plan menus with standardized recipes, do master orders, costing of all menus and functions, control, ordering, storage, issuing of perishables and non-perishables supplies, do quality control checks. Key control policy should be implemented and be monitored. Ensure that equipment is functioning well and that compliance to occupational health and safety (OHS), Environmental Health Practices (EHP) and Infection Control (IPC) is adhered to. Compile performance documents (PMDS) and conduct performance reviews of staff on a quarterly basis. Be involve in developing and implementing of SOP’s in the section. Compiling of reports and submit on monthly basis. Supervision in the section at all times. Plan and implement procedures to stay in line with budget.

ENQUIRIES : Dr J.J Seepane Tel No: 011 681 2018
APPLICATIONS : Applicant must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification and criminal records stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and identity book.

CLOSING DATE : 15 March 2019

POST 08/110 : PRINCIPAL PERSONNEL OFFICER REF NO: PPO/SRH/171/19
Directorate: Human Resource Department

SALARY : R242 475 per annum (Plus Benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : An appropriate three (3) year relevant tertiary qualification and a minimum of three (3) years relevant experience within Human Resource Department or Grade 12 with a minimum of five (5) years in Human Resource experience. Knowledge of PERSAL system. Computer skills (evidence based). Vast knowledge of Public Service related prescripts- Public Service Act; Public Finance Management Act, labour relations Act; Basic Conditions of Employment Act, Skills Development Act; Occupational Health and Safety Act and other HR legislations. Good communication skills, planning, organizing and able to work under pressure. Supervisory skills will be added as an advantage.

DUTIES : Implementation of departmental policies, regulations and legislations as well as resolutions. Manage performance of staff. Management of service benefits, appointment, leave, terminations and all matters relating to salaries. Ensure
compliance with AG matters. Ensure compliance requirements with suitability checks and verification of staff. Management of leave and incapacity. Ensure compliance with training / HRD. Approval of all transactions on persal system. Approve and ensure quality checks of all HR mandates before submitting to Department of E-gov. Compilation of reports. Management of payroll. Assist with recruitment and selection processes. Provide expert advice to management and the entire staff. Ensure compliance with PMDS. Assist and ensure national core standards compliances. Execute any other relevant tasks upon instruction by the supervisor.

**ENQUIRIES** : Ms R.E Mlangeni Tel No: 011 681 2009
**APPLICATIONS** : Applicant must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road.

**NOTE** : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification and criminal records stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

**CLOSING DATE** : 15 March 2019

**POST 08/111** : ADMINISTRATION OFFICER CONTRACT DEPARTMENT REF NO: MSD2019/02/04 (X 1 POST)
Directorate: Pharmaceutical Services

**SALARY** : R242 475 per annum (Level 07) plus benefits
**CENTRE** : Medical Supplies Depot
**REQUIREMENTS** : A certificate or any qualification in supply chain. Matric certificate. Good negotiation skills are required. Understanding of the general conditions of contract. Must have Word and excel skills. Good oral and written communication skills are a requirement. Better understanding of the MEDSAS system will be an added advantage. Attention to detail.

**DUTIES** : Responsible for the loading of new contracts on the MEDSAS system. Loading of addendums on the MEDSAS system especially price changes for the different contracts. Loading of approved quotations on the EDSAS system. Penalising of suppliers for late deliveries and where we bought out against a contracted supplier. Receiving and following up of complaints from demanders regarding product quality to ensure that the supplier comply with the terms and conditions of contract. Follow-up with suppliers for non-performance and the cancellation of long outstanding orders after communicating with both the supplier and the demanders. Management of samples received from suppliers for tender purposes. Update of ledges on the MEDSAS system. Registration of demanders on MEDSAS. Application for new NSN numbers for new items that are being used by facilities to the National Department of Health.

**ENQUIRIES** : Mr D.S Malele Tel No: (011) 628 9131
**APPLICATIONS** : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**CLOSING DATE** : 15 March 2019

**POST 08/112** : ADMINISTRATION OFFICER FOR THE OFFICE OF THE CEO REF NO: MSD2019/02/05 (X1 POST)
Directorate: Pharmaceutical Services

**SALARY** : R242 475 per annum (Level 07) plus benefits
**CENTRE** : Medical Supplies Depot
**REQUIREMENTS** : Matric certificate or a qualification in office administration will be highly recommended. The following will be highly recommended: Discretion and trustworthy. Flexibility and adaptability. Good oral and written communication skills. Organisational skills and the ability to multitask. The ability to be proactive and take the initiative. Tact and diplomacy. Communication skills. A knowledge of standard software packages and the ability to learn company-specific software if required.
**DUTIES**

responsible for the management of the schedule of the CEO and her office. Draft letters and submissions on behalf of the CEO. Schedule appointments for the CEO. Take minutes of the meetings that are scheduled by the CEO and the Depot manager. Management of the bookings of the boardrooms for meetings. Management of documents in the office of the CEO’s office. Ensure that the office of the CEO is always up to date and the filing is up date. Management of documents that are coming in and out of the CEO’s office. Portray a professional image of the office of the CEO. Typing, compiling and preparing reports, presentations and correspondence. Acting as a first point of contact: dealing with correspondence and phone calls. Reminding the CEO of important tasks and deadlines. Managing diaries and organising meetings and appointments, often controlling access to the CEO. Organising events and conferences.

**ENQUIRIES**

Ms N Thipa Tel No: (011) 628 9002

**APPLICATIONS**

Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**CLOSING DATE**

15 March 2019

**POST 08/113**

**FINANCIAL CONTROLLER:** FINACIAL REPORTING REF NO: MSD2019/02/06 (X4 POSTS)
Directorate: Financial Management

**SALARY**

R242 475 per annum (Level 07) plus benefits

**CENTRE**

Medical Supplies Depot

**REQUIREMENTS**

The applicants must be in possession of a recognised NQF level 6/7 qualification in Accounting or Finance with at least 3 years of proven relevant experience in the field of financial management and reporting. Knowledge: computer literacy and in particular – MS Office, BAS and PERSAL; Skills: accounting and Financial management and project management skills, High numerical skills Communication: Good verbal and written communication skills; Creativity: Pro-active, Innovative thinker and must be able to work under pressure and have a driver’s license.

**DUTIES**

The successful candidate will assist the middle manager: financial reporting with the compilation and preparation of GRAP compliant monthly, interim and annual financial statements. Maintain property reconciled accounts up-to-the general ledger in the entities books ie Assets, liabilities, Revenue and Expenditure Accounts. Assist with the provision of relevant information to a number of applicable internal and external oversight committees. Must apply sound knowledge of generally recognised Accounting Practice (GRAP) standards, public Finance Management Act (PFMA), Treasury Regulations and Supply Chain Management (SCM) policies such as the PPPFA, among other things. Make effective use of MS Excels in the generation of numerous financial reports of the entity in a manner that is efficient to financial reporting. Use your acquired experience in inventory management system(s) such as MEDSAS but not limited thereof to add value to the entities core business functions. Collate all the entity’s financial and Pre-Determined Objectives (PDO) information timeously eg monthly, quarterly and annually for consolidated reporting purposes. Ability to supervise staff.

**ENQUIRIES**

Mr K.M Kasumba Tel No: (011) 628 9141

**APPLICATIONS**

Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**CLOSING DATE**

15 March 2019

**POST 08/114**

**SERVER ADMINISTRATION REF NO: MSD2019/02/07 (X1 POST)**
Directorate: Logistical Support - ICT

**SALARY**

R242 475 per annum (Level 07) plus benefits

**CENTRE**

Medical Supplies Depot
**REQUIREMENTS**

Grade 12 with National Diploma / Degree in Information Technology and Computer Science, MCSE or MCITP will be an added advantage. Current 3-5 years practical experience in the provision and support of directory services & core server infrastructure and associated services. Knowledge of System Performance; Server Performance Management; TCP/IP, DNS and DHCP protocols; Windows and Linux Servers; Server Operations; Server applications, etc. Knowledge of both physical and virtualized servers, especially Hyper-V. Understanding of the government regulations. A solid understanding of hardware and software support for client system/solutions. Server & storage related technologies & related management tools and solutions. Service Management Systems (ASPECT / ARS/ITSM7) or equivalent applications. ICT Operational Trends; Network Operating Systems; Project Management; NOS/Active Directory/Virtualisation; Quality assurance standards; DNS, E-Mail, software deployment, Patch management, Core Stack builds; VPN technologies and concepts; Disaster Recovery; Virtualisation technologies and concepts; Computer and network security principles; Operating System Stack builds (OS Imaging); Service Level Management. Skills: Proficiency in maintenance of Core Server Infrastructure and Services (Patch management, Antivirus, DNS, DHCP, Agents etc.); Microsoft administration and related services; Virtualised server designs and support; Server monitoring; Server operating system rebuilds and restore; Domain controllers rebuild and restore. Communication skills, Interpersonal skills, Self-Management skills and Intellectual skills.

**DUTIES**

To maintain the Medical Supplies Depot core server infrastructure. Rectify faults affecting availability. Install / configure servers and other related devices. Resolve medium to high operational incidents and requests. Provide support associated services within the Medical Supplies Depot enterprise or LAN environment to ensure good service delivery. Ensure server infrastructure availability, capacity, and uptime / response time. Investigate / confirm / refer / log a call for any issues relating to the server environment responsible for. Installation / configuration of the Microsoft Server Platform / SAN Storage. Clustering and load balancing. Implement procedures and standards for Directory Services, Messaging, VMware, Backup, Data Security and related services and monitor adherence thereof using Services Toolsets & Dashboards. Resolution and handling of medium to high operational incidents as per SLA incident handling timeframes.

**ENQUIRIES**

Mr G Romain Tel No: (011) 628 9009

**APPLICATIONS**

Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**CLOSING DATE**

15 March 2019

**SALARY**

R242 475 per annum (Level 07) plus benefits

**CENTRE**

Medical Supplies Depot

**REQUIREMENTS**

A relevant 3- years' tertiary qualification in HRM with a minimum of 3 years' experience in Labour Relation or Grade 12 qualification with 3 – 5 demonstrable experience in Labour Relation in the public Services. Knowledge of Misconduct Management, Grievance Management, Collective bargaining, Dispute resolution and other relevant legislations applicable within the public sector. Verbal and Written communication skills. Report writing skills. Be able to work independently. Conflict management computer literacy, knowledge in MS Office package. Knowledge of PERSAL will be added advantage. Basic knowledge of employee Health & Wellness programmes will be an advantage.

**DUTIES**

write reports inter-alia Misconduct report s and Grievance reports. Investigate allegations of misconduct and/ or grievance. Be able to draft charge sheets, prepare witness and represent the Employer in disciplinary and/ or grievance hearings. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for managers, supervisors and Employees in the department. Conduct labour relations training. Ensure compliance of code of conduct. Support and/ or advice
management on progressive discipline. Be a link between management and recognised labour unions. Facilitate and charting Bi-lateral and multi-lateral meetings within the institution. Provision of advice to employee and management on labour relations matter. Write reports on EAP (EHWP) programmes and help in facilitation of events thereof.

ENQUIRIES: Ms G.S Mbokazi Tel No: (011) 628 9012
APPLICATIONS: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

CLOSING DATE: 15 March 2019

POST 08/116: AUXILIARY WORKER REF NO: MSD2019/02/09 (X1 POST)
Directorate: warehouse

SALARY: R242 475 per annum (Level 07) plus benefits
CENTRE: Medical Supplies Depot
REQUIREMENTS: Registration as a Post Basic Pharmacist Assistant with the South African Pharmacy Council. Must have a minimum of five year’s experience as a Post Basic Pharmacist Assistant in warehousing, stock management, stock take, distribution and management. Proof of current registration with Pharmacy Council. Good leadership and pro-active skills are required. Experience In staff management is essential. Both written and verbal communication skills are necessary. Must have an understanding of the Pharmacy Act, Medicines and Related Substances Act, the Public Finance Management Act and waste management.

DUTIES: Management of a stores functions and staff. Supervise the receiving, storage, issuing and distribution of pharmaceuticals within your designated store. Practice stock management according to the FIFO/FEFO principles. Supervision, training and disciplining of staff within the store. Preparation of store for the annual and bi annual stock take. Assume responsibility for resolving complaints from Demanders, cyclic stock counts and all investigations within the store. Leave planning of staff is essential. Ensure that all Acts, rules, regulations, instructions, procedures and policies are adhered to. Ensure that all SOP’S in the pharmacy store are adhered to at all times. Ensure that the store complies with the GPP and Good warehousing practice. Ensure that the performance of staff members are managed and done according to the schedule. Manage time and attendance of staff members in the pharmacy store. Ensure that the pharmacy store complies to OHS regulations at all times. Ensure that staff members adhere to the rules and regulations of OHS including wearing protective clothing at all times. Involved in the development of staff members in the pharmacy store. Do daily planning for the pharmacy store.

ENQUIRIES: Ms K Dheda Tel No: (011) 628 9183
APPLICATIONS: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckt Street, Hursthill at the Registration Department and sign in register book.

CLOSING DATE: 15 March 2019

POST 08/117: PHARMACIST ASSISTANT: POST BASIC GRADE 1 REF NO: MSD2019/02/10 (X4 POSTS)
Directorate: Warehouse

SALARY: R196 218 per annum plus benefits
CENTRE: Medical Supplies Depot
REQUIREMENTS: Registration as a Post Basic Pharmacist Assistant with the South African Pharmacy Council. Proof of current registration with Pharmacy Council. Good supervisory skills are required. Experience In staff management is essential. Both written and verbal communication skills are necessary. Must have an understanding of the Pharmacy Act, Medicines and Related Substances Act, the Public Finance Management Act and waste management. Must have experience in warehousing, stock management, stock take, distribution and management.
**DUTIES**: Supervise /perform the receiving, storage, issuing and distribution of pharmaceuticals within your designated store. Practice stock management according to the FIFO/FEFO principles. Assist with the training and disciplining of staff, leave planning and time and attendance. Assist with the preparation of store for the annual and bi annual stock take. Participate in the processes of resolving complaints from Demanders, cyclic stock counts and all investigations within the store. Assist in ensuring that all Acts, rules, regulations, instructions, procedures, policies and SOP’S are adhered to. Assist with the management of staff performance as per schedule. Ensure that the store and staff members adhere to the rules and regulations of OHS including wearing protective clothing at all times. Involved in the development of staff members in the pharmacy store. Assist with the daily planning of the pharmacy store.

**ENQUIRIES**: Ms K Dheda Tel No: (011) 628 9183

**APPLICATIONS**: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**CLOSING DATE**: 15 March 2019

**POST 08/118**: EMERGENCY CARE TECHNICIAN (X37 POSTS)

**SALARY**: R196 218 per annum (plus benefit)

**CENTRE**: Various District

**REQUIREMENTS**: Grade 12 or equivalent qualification. Emergency Care Technician Qualification. Current registration with the Health Profession council as ECT. Must be in possession of valid code C1 driver’s license with an unendorsed PrDP. All Candidates will go through assessment test.

**DUTIES**: Provide appropriate medical pre-hospital emergencies. Render assistance to BLS and ILS when requested. Participate in aeromedical services including rotor and fixed wing aircraft. Undertake inter-facility patient transfers on all categories of patients. Usage of drugs in accordance with HPCSA protocols. Assist with Quality Assurance and Quality control. Undertake cleaning of equipment and vehicles. Assist with in-service training. Assist with exams and assessments. Provide clinical advice to subordinates and management from time to time.

**ENQUIRIES**: Ms. MV Bodiba Tel No: 011 564 2054.

**APPLICATIONS**: Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311 Halfway House 1685 or apply on line: www.gautengonline.gov.za

**NOTE**: Application must be submitted on form Z83, obtainable from any Public Service Department or on the website, which must be completed in full.

**CLOSING DATE**: 15 March 2019

**POST 08/119**: ADMINISTRATION CLERK REF NO: HJHREFS/003674 (X2 POSTS)

**SALARY**: R163 563 – R192 666 per annum plus benefits

**CENTRE**: Helen Joseph Hospital

**REQUIREMENTS**: Grade 12 certificate or equivalent qualifications with relevant experience. Good understanding of patient’s administration’s efforts. Must be prepared to work shifts. The successful candidate must be able to work in a team, committed, loyal respect and good customer care attitude. Good communication skills (Verbal and written) knowledge of PAAB.

**DUTIES**: Registration of patients using PAAB system, collection of patients fees in line with PFMA. Updating of patient information in the files and system, register incoming and outgoing files manually. Ensure proper filling and retrieval system. Booking of patients for their next appointments. Admitting and discharging of patients files in the system. Answering the phone. Attend to patient’s queries and refer to the relevant directorate, complete the GPF4 and GPF5 form for the correct classification, comply with the UPFS charge sheet for billing purpose.

**ENQUIRIES**: Ms G Mapengo Tel No: (011) 489 0074
Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za

Note: The Department of Health is committed to the achievement and maintenance of diversity and Employment Equity, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test. 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 allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. 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.

Closing Date: 22 March 2019

Post 08/120: Qualified Pharmacist Assistant

Ref No: SEB/PA/02

Directorate: Pharmacy

Salary: R163 563 (Plus benefits)

Centre: Sebokeng Hospital

Requirements: Standard 10/ Grade 12 or equivalent. Proof of successful completion of the Pharmacist Assistant Course. Proof of registration with the SAPC as a qualified basic/ post basic Pharmacist Assistant. Proof of current payment of annual fees with the SAPC. Knowledge of the Pharmacy Act and Laws relating to Pharmacy. A good understanding of the Good Pharmacy Practice (GPP). Previous experience in hospital setting advantageous. Good verbal, written and communication skills. Good computer literacy skills. Well-presented appearance. High standards of customer and patient service and care.

Duties: Distribution, control, storage and issuing of medicine. Assist in manufacturing, compounding and pre-taking of pharmaceutical products. To assist the pharmacist in dispensing and to perform pharmacy related administrative duties. Ensure that all documentation, records and statistics are kept up to date. Supply relevant information to medical, nursing staff and patients. Assist in ensuring medicine security in the pharmacy provisioning of high quality pharmaceutical care. Ability to work unassisted and as a member of a team. High level of reliability. Ability to maintain confidentiality. Must be self-motivated.

Enquiries: Ms. A Terblanche Tel No: 016 930 3378

Applications: Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983 online applications cannot be accommodated due to system challenges.

Note: Applications must be submitted on form Z83 obtainable form any Public Service Department or on the internet at www.dpsa.gov.za/documents the completed and signed form should be accompanied by a recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing please accept that your application was unsuccessful. People with disabilities are encouraged to apply. Successful candidates will be subject to medical assessment.

Closing Date: 15 March 2019
<table>
<thead>
<tr>
<th>POST 08/121</th>
<th>ADMINISTRATION CLERK (X5 POSTS)</th>
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<tbody>
<tr>
<td>Directorate: Patient Administration</td>
<td></td>
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<tr>
<td>SALARY</td>
<td>R163 563 – R192 666 per annum (Plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Leratong Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 10 /Equivalent Qualification with 5 years hospital experience. Grade 12 or Equivalent Qualification. Sound interpersonal relations, Good communications skills, readiness to work shift, Basic computer skills and sound knowledge of The PFMA.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Registration of in and outpatients. Collection and safe custody of patient’s fees. Kitting of patients valuables as per request. Booking of patient and efficient handling of enquires. Updating of patients information in the system as and when required.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr M. Molefe Tel No: (011) 411 3542</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740</td>
</tr>
<tr>
<td>NOTE</td>
<td>NB: applicants who previously applied are encouraged to re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.</td>
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<td>CLOSING DATE</td>
<td>15 March 2019</td>
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<tr>
<th>POST 08/122</th>
<th>MATERIAL RECORDING CLERK (X1 POST)</th>
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<tbody>
<tr>
<td>Directorate: Asset Management</td>
<td></td>
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<tr>
<td>Re-Advertisement</td>
<td></td>
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<tr>
<td>SALARY</td>
<td>R163 563 – R192 666 per annum (Plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Leratong Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 10 or Equivalent qualification with 5 years hospital experience or grade 12 or equivalent qualification. Computer literate, knowledge of SAP/R3 and SRM and knowledge of asset.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Ensure that all assets in the wards and offices are verified and fallen barcodes are replaced. Redundant assets are condemned and move to the storage area. Capture GRV for new equipment repaired and webcycle he involved. Ensure that VA2 and technical report are compiled. Ensure that maintenance for contract are extended.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mrs C. Manzini Tel No: (011) 411 3716</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740</td>
</tr>
<tr>
<td>NOTE</td>
<td>NB: applicants who previously applied are encouraged to re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.</td>
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<td>CLOSING DATE</td>
<td>15 March 2019</td>
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<tr>
<th>POST 08/123</th>
<th>ADMINISTRATION CLERKS (X8 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate: Patient Affairs</td>
<td></td>
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<tr>
<td>SALARY</td>
<td>R163 563- R192 666 per annum (Level 05) (plus benefits)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pholosong Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum qualification Grade 12 or NQF Level 4. Good reading and writing skills. Basic computer literacy. Must be prepared to work shifts, weekend and holidays</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Registering all new patients manually and electronically. Retrieving of all patients files for all subsequent visits. Admit and discharge all patients electronically and manual. Complete daily statistic. Manage patient revenue and ensure adherence to the six quality priorities. Manage correct patient reclassification. Update all</td>
</tr>
</tbody>
</table>
unknown patient in the ward. Order dry dispensary and stationary for the ward. Discharge all patient from the system and submit X-ray to the department. Submit statistics daily to the HIS department. Perform any other duties outside scope of Admission Department.

ENQUIRIES : Ms B Monyai Tel No: (011) 812 5000
APPLICATIONS: Application should be delivered to Pholosong Hospital Security Ground floor, 1067 Ndaba Street, Tsakane 1550 or mailed to Pholosong Hospital, Private Bag X4, Brakpan 1540
NOTE : The institution reserves the right not to fill the post.
CLOSING DATE : 22 March 2019

POST 08/124 : OCCUPATIONAL HEALTH & SAFETY CLERK REF NO: MSD2019/02/11 (X1 POST)
Directorate: Human Resource

SALARY : R163 563 per annum (Level 05) plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate. National Diploma: Safety Management (will be an added advantage) SAMRTRAC certificate will be added advantage. Code EB (08) Drivers’ License. Computer literate (MSOffice) Excellent communication (verbal & written) skills.
DUTIES : Maintain and update Occupational Health & Safety registers. Administration related to the election and training of safety representatives. Coordinate of agendas and minutes of central and Divisional Safety meetings. Assist with Health & Safety awareness within the workplace. Assist on ad hoc basic with the completion of relevant Injury on Duty documents and reporting incidents to the compensation commissioner. General office administration. Perform any other ad hoc duties or functions as required by management, from time to time.

APPLICATIONS : Ms G.S Mbokazi Tel No: (011) 628 9012
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.
CLOSING DATE : 15 March 2019

POST 08/125 : FINANCIAL CLERK REF NO: MSD2019/02/12 (X1 POST)
Directorate: Finance

SALARY : R163 563 per annum (Level 05) plus benefits
CENTRE : Medical Supplies Depot
DUTIES : The personnel will be responsible for Accounts Payables. Monthly Creditors Reconciliations. Resolving supplier’s queries. Capturing of Journals and other finance duties as delegated.

APPLICATIONS : Mr L.P Chidi Tel No: (011) 628 9013
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.
CLOSING DATE : 15 March 2019

POST 08/126 : MATERIAL RECORDING CLERK REF NO: MSD2019/02/13 (X1 POST)
Directorate: Warehouse

SALARY : R163 563 per annum (Level 05) plus benefits
CENTRE : Medical Supplies Depot
**REQUIREMENTS**: Grade 12 or equivalent. Experience in a warehouse environment will be an advantage. Skills: computer literacy, knowledge of stock management, PFMA, Supply Chain Management and good communication skills.

**DUTIES**: Ensure accurate receiving of invoice (data capturing) at the Receiving Department. Completion of laboratory form (AP1) for testing of various batches. Daily recording of all receiving voucher is essential. Compiling of monthly statistics regarding the receiving for month will be required. Accurate posting of invoice will be required. Daily preparation and submission of invoices for penalties and payments is essential. Management of all documentation at the receiving department. Ensure effective communication between the data capturing office and personnel from the various stores. Assist the staff at the receiving department with all queries for effective receiving of stock. Communication with Suppliers and Demanders will be required. Follow-up with supplier’s for stock protection letters. Ensure compliance with the Pharmacy and related legislations, SOPs and policies. Attend meetings within the warehouse and undergo training when nominated, be willing to rotate within the warehouse. Execute all work related instructions given by the supervisor.

**APPLICATIONS**: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunckett Street, Hursthill at the Registration Department and sign in register book.

**CLOSING DATE**: 15 March 2019

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**REQUIREMENTS**: A qualification that allows registration with the S.A.N.C as enrolled Nurse. Communication and interpersonal skills.

**DUTIES**: Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain of professional growth, ethical standards and development. Compliance with code of conduct. Compliance with all public service legislations and regulations.

**APPLICATIONS**: Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

**NOTE**: NB: applicants who previously applied are encouraged to re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE**: 15 March 2019

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**REQUIREMENTS**: Registration with the SANC as Enrolled Nurse. Grade 1: 0 to 9 years’ experience in nursing after registration with the SANC as a Staff Nurse. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse

**DUTIES**: Demonstrate basic understanding of Nursing Legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance
with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES: Ms PF Mabuza Tel No: (011) 812 5000
APPLICATIONS: Application should be delivered to Pholosong Hospital Security Ground floor, 1067 Ndaba Street, Tsakane 1550 or mailed to Pholosong Hospital, Private Bag X4, Brakpan 1540
NOTE: The institution reserves the right not to fill the post.
CLOSING DATE: 22 March 2019
POST 08/129: SENIOR LAUNDRY SUPERVISOR REF NO: DPL/SLS/06/2019 (X3 POSTS)
Directorate: Factory

SALARY: R136 800 – R161 148 per annum (Level 04) (plus benefits)
CENTRE: Dunwart Provincial Laundry
REQUIREMENTS: Grade 10/12 appropriate experience. Must be able to read and write. Good interpersonal relations Communication skills Supervision and control of subordinates.
DUTIES: Perform routine tasks related to the linen and Maintenance of equipment. Ordering and control of laundry stocks Maintain of records and compile daily reports Control issuing of linen. Implement Performance Management and Development Provide in service training. Apply disciplinary measures when necessary. Apply prescribed safety and precautionary measure.

ENQUIRIES: Mrs. Ria Muller/ Mrs. Wendy Oberholzer Tel No: 011 3064607/600
APPLICATIONS: Applications should be submitted at - HR Department Dunswart Laundry, 134 Main reef road, Boksburg-North. Private Bag X 1, Dunswart Laundry, 1508
NOTE: Applications must be submitted on Z83 form, CV, certified copies, id and qualifications to be attached.
CLOSING DATE: 15 March 2019
POST 08/130: ADMIN CLERK REF NO: TDH001/2019 (X1 POST)
Directorate: Admin

SALARY: R136 800 per annum (plus benefits)
CENTRE: Tshwane District Hospital
REQUIREMENTS: Grade 12and computer certificate. Good communication and interpersonal skills. Ability to prioritize work, work under pressure &meet deadlines. Good writing and editing skills & must be computer literate.
DUTIES: To render administrative all support functions. Sorting, filling and safe keeping of patients records. Ordering, receiving and issuing of stock. Registration, admission of patients from casualties, X-Rays, OPD and wards. Administer all functions regarding state money. Provide assistance & information to all other staff members, patients and at large. Adhere to Batho Pele principles and code of conduct. Willingness to work shifts, weekends and during public holidays. Must be willing to always assist in other relevant departments. Willingness to relocate to other administration sections as and one required.

ENQUIRIES: Ms A Lewis Tel No: (012) 354 – 7364
APPLICATIONS: Applications must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 or hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.
NOTE: The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
CLOSING DATE: 15 March 2019
POST 08/131: AUXILIARY NURSE/NURSING ASSISTANT (X6 POSTS)
Directorate: Nursing

SALARY: Grade 1: R124 788 - R140 454 plus benefits
Grade 2: R147 690 - R166 221 plus benefits
Grade 3: R176 331 – R216 861 plus benefits
CENTRE: Leratong Hospital
REQUIREMENTS: A qualification that allows registration with the S.A.N.C as enrolled Nursing Assistant.

DUTIES: Assist patient with activities of daily living – Physical care. Provide Elementary Clinical Nursing Care, maintain of professional growth, ethical standards and self-development. Compliance with all code of conducts. Compliance with public service legislations and regulations.

ENQUIRIES: Mrs M. Khoza Tel No: (011) 411 3502

APPLICATIONS: Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

NOTE: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE: 15 March 2019

POST 08/132: NURSING ASSISTANT (X1 POST)

SALARY: Grade 1: R124 788 – R140 454 per annum (plus benefits)
Grade 2: R147 690 – R166 221 per annum (plus benefits)
Grade 3: R176 331 – R216 861 per annum (plus benefits)

CENTRE: Pholosong Hospital

REQUIREMENTS: Registration with the SANC as Nursing Assistant. Grade 1: 0 to 9 years’ experience. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant.

DUTIES: General Demonstrate elementary understanding of nursing legislation and related and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES: Ms KF Mabuza Tel No: (011) 812 5000

APPLICATIONS: Application should be delivered to Pholosong Hospital Security Ground floor, 1067 Ndaba Street, Tsakane 1550 or mailed to Pholosong Hospital, Private Bag X4, Brakpan 1540

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

CLOSING DATE: 22 March 2019

POST 08/133: STORES ASSISTANT (X1 POST)

CENTRE: Leratong Hospital

REQUIREMENTS: Abet/Equivalent qualification. Candidates with hospital experience will have an advantage. Good communication and good inter-personal skill. Able to work shifts including night duty.

DUTIES: Ensure ware house is clean, pack stock on relevant places, label stock accordingly, ensure transit is empty all the time, to issue stock to the wards according to the VA2 form, to assist with stock counting, report expired stock after checking and verifying to the supervisor.

ENQUIRIES: Ms L. Kgabosele Tel No: (011) 411 3595

APPLICATIONS: Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

NOTE: NB: applicants who previously applied are encouraged to re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful
candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE** : 15 March 2019

**POST 08/134** : **PROPERTY CARE TAKER (X1 POST)**
Directorate: Support Services
Re-Advertisement

**SALARY** : R96 549 – R113 730 per annum (Plus Benefits)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : Abet/Equivalent qualification. Candidates with experience in grounds and gardening a formal environment will have an advantage. Be able to work under pressure and the ability work with fellow workers.


**ENQUIRIES** : Ms M.E Tsetsewa Tel No: (011) 411 3583

**APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

**NOTE** : NB: applicants who previously applied are encouraged to re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE** : 15 March 2019

**POST 08/135** : **FOOD SERVICE AID (X3 POSTS)**
Directorate: Human Nutrition
Re-Advertisement

**SALARY** : R96 549 – R113 730 per annum (Plus Benefits)

**CENTRE** : Leratong Hospital

**REQUIREMENTS** : Abet/Equivalent qualification. Must be able to work shift, weekends and public holidays. Ability to work effectively in a team. Appropriate experience in food preparation will be an added advantage. Be able to work under pressure and in extreme heat.

**DUTIES** : Perform specific duties regarding receiving storage, preparation, cooking, dishing up and distribution of food and snacks, for patients on normal and special diets. Perform general scullery duties in the food service unit. Follow daily cleaning schedules as delegated. Apply hygiene and safety procedures in the service unit. Operate and care for equipment report broken equipment. Perform general work related tasks as delegated by the supervisor. Apply Batho Pele principles in area of work. Rotate to different areas in the food service unit and undergo food service work related trainings.

**ENQUIRIES** : Mr. E Mashaba Tel No: (011) 411 3658

**APPLICATIONS** : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

**NOTE** : NB: applicants who previously applied are encouraged to re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. SANC Registration and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE** : 15 March 2019
POST 08/136 : CLEANERS REF NO: CLEAN/SRH/172/19 (X4 POSTS)

Directorate: Support

SALARY : R96 549 Per annum (Plus benefits)

CENTRE : South Rand Hospital

REQUIREMENTS : Grade 10/ABET Numerical skills. Good verbal and written communication skills. Should be able to work night shifts and public holidays. Experience in cleaning will be added advantage. Be able to work under pressure. Be able to read and write.

DUTIES : Perform cleaning services of a routine nature by utilizing a variety of aids. Be prepared to clean floors, windows and other cleaning functions. The execution of tasks takes place mainly under direct supervision and requires minimal training. Be prepared to rotate within the scope of work.

ENQUIRIES : Mr M.N Seanego Tel No: 011 681 2075

APPLICATIONS : Applicant must quote the relevant reference number and direct applications to the HR Manager, South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road.

NOTE : Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification and criminal records stability checks. NB attach Z83, curriculum vitae with three references, certified copies of your qualifications and Identity book.

CLOSING DATE : 15 March 2019

**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 March 2019

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

POST 08/137 : ASSISTANT DIRECTOR: GENERAL ACCOUNTING
Directorate: Financial Governance

SALARY : R356 289 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three year tertiary qualification National Diploma or Degree in Financial Management/ Accounting/ Cost and Management Accounting. 3 – 5 years’ experience in the Financial /Accounting field. Practical knowledge and understanding of BAS and SAP. Competent in computer skills including MS Office (Word and Excel).

DUTIES : To ensure that the GPG departments ledger accounts are reconciled up to Trial Balance. Provide support to Gauteng Provincial Government (GPG) departmental budget spending and advise when overstated/understated. Monitor and support within GPG departments to adhere to PFMA and Treasury Regulations pertaining to financial reporting. To maintain appropriation accounts and perform appropriation, which includes the performing of opening journals, closing of accounting periods, monitoring the department’s budget and surrendering of budget. Provide training and assistance to GPG departments. Provide support and assistance to GPG Departments regarding their Annual Financial Statements and Interim Financial Statements in accordance with the applicable accounting standards such as Modified Cash Standards and GRAP.

ENQUIRIES : Ms. Baleseng Sedibe Tel No: 011 227 - 9000
OTHER POSTS

POST 08/138 : HEAD CLINICAL UNIT- OBS & GYNAE GRADE 1 REF NO: PSH 10 /19 (X1 POST)
Component: Obstetrics and Gynaecology

SALARY : R1 643 352 (all-inclusive salary package). Other Benefits: 22% Inhospitable Area Allowance and Commuted Overtime.

CENTRE : Port Shepstone Hospital

REQUIREMENTS : Certified copy of Matric, of MBChB Qualification, of HPCSA Registration as a Medical Specialist in O&G, Proof of payment of HPCSA annual fees or relevant Certificate and detailed Curriculum vitae MBChB and FCOG or equivalent. Current registration with the HPCSA as a Specialist in O & G plus, Current HPCSA Registration card 2018 / 2019. Five (5) years post registration experience as a Specialist in O & G. Plus a valid driving license. Knowledge, Skills and Competencies Required: Sound knowledge of clinical and patient management skills within the discipline. Ability to assess, diagnose and manage patients as well as ability to deal with all emergencies. Comprehensive knowledge of HIV/AIDS provision and management relevant to local situation. Leadership, decision making, communication, problem solving and conflict management skills. Sound medical ethical practice skills. Knowledge of Human Resource Management and of current Health and Public Servants Legislations, regulations and policy.


ENQUIRIES : Dr. PB Dlamini Tel No: 039 – 6886147 (039) 688 6000 or DR. M Panajatovic
APPLICATIONS : Application should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240
FOR ATTENTION : Mr. ZM Zulu
NOTE : Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification

CLOSING DATE : 15 March 2019 at 16h00

POST 08/139 : MANAGER: MEDICAL SERVICES REF NO: MURCH 04/2019 (X1 POST)

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

CENTRE : Murchison Hospital

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

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

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

**APPLICATIONS**
all applications should be forwarded to: chief executive officer p/bag X701 portshepstone 4240 or hand delivered to: human resources department murchison hospital

**NOTE**
The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ Izingolweni 3/2018. 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 March 2019

**POST 08/140**
MEDICAL SPECIALIST GRADE 1/2/3 (OBSTETRICS & GYNAECOLOGY) REF NO: PSH 08/19 (X1 POST)

**SALARY**
Grade 1: R1 051 368 – R1 115 874 per annum
Grade 2: R1 202 112 – R1 275 885 per annum
Grade 3: R1 395 105 - R1 744 191 per annum
(The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)
CENTRE : Port Shepstone Regional Hospital  
REQUIREMENTS :  
Grade 1: Senior certificate, an appropriate qualification that allow registration with HPCSA as a Medical Specialist in Obstetric & Gynaec, Registration certificate with the HPCSA as a Medical Specialist in Obstetric & Gynaec, Current HPCSA Registration card 2018 / 2019. No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Obstetric & Gynaec.  
Grade 2: An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Obstetric & Gynaec, Registration with the HPCSA as a Medical Specialist in Obstetric & Gynaec, Current HPCSA Registration card 2018 / 2019. Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Obstetric & Gynaec. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application.  
Grade 3: An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Obstetric & Gynaec, Registration with the HPCSA as a Medical Specialist in Obstetric & Gynaec. Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Obstetric & Gynaec, Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills, Training and Competencies: Clinical knowledge, competency and skills in Obstetrics and Gynaecology department. Sound knowledge of medical ethics. Good communication skills, leadership and decision making qualities. Ability to diagnose common media problems. Knowledge of current Health and Public Service Legislation, regulations and Policies. Concern for excellence.  
DUTIES : Provide Obstetrics and Gynaecology services in designation area of responsibility within accepted guidelines and protocols. Perform, interpret and report Obstetrics and Gynaecology procedures and studies. Active participation in continuing medical education programs. Participate in the Quality Improvement Program in the department. Participate in clinical audit activities within the department. Maintain clinical, professional and ethical standards related to Obstetrics and Gynaecology services rendered. Participate in undergraduate teaching of Obstetrics and Gynaecology.  
ENQUIRIES : DR D Ledzinski or DR. M Panajatovic or Dr P B Dlamini Tel No: (039) 6886000  
APPLICATIONS : Application should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240  
FOR ATTENTION : Mr. ZM Zulu  
NOTE : Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification  
CLOSING DATE : 15 March 2019 at 16h00  
POST 08/141 : SPECIALIST: GRADE 1, 2 OR 3 – ANAESTHETICS REF NO: PSH 09/19 (X1 POST)  
SALARY :  
Grade 1: R1 051 368 – R1 115 874 per annum  
Grade 2: R1 202 112 – R1 275 885 per annum  
Grade 3: R1 395 105 - R1 744 191 per annum  
The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules 
Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)  
CENTRE : Port Shepstone Hospital  
REQUIREMENTS : Senior certificate, MBchB degree& FCA. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Anaesthetics, Registration
certificate with the HPCSA as a Medical Specialist in Anaesthetics. Current HPCSA Registration card 2018 / 2019. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Anaesthetics. **Grade 1:** No Experience required. **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Anaesthetics. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. **Grade 3:** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Anaesthetics. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills and Experience: Sound management and clinical skills. Knowledge of relevant acts, policies and regulations of the Department of Health. Ability to develop policies and guidelines. Knowledge of health information systems. Good verbal and written communication skills. Ability to teach and supervise staff at all levels. Sound knowledge of medical ethics.

**DUTIES:**
Supervise and monitor patient care in ICU and Operating theatre. Assist with the development of a Regional ICU and Operating theatre. Develop clinical audits and quality improvement programmes. Be responsible for teaching medical students, paramedical staff, nursing staff, registrars and medical officers. Assist in sustaining a DA and Registrar teaching programme. Deputize HCU.

**ENQUIRIES:**
Dr. VL Moses or Dr. M Panajatovic or Dr. P B Dlamini Tel No: (039) 6886000

**APPLICATIONS:**
Application should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240

**FOR ATTENTION:**
Mr. ZM Zulu

**NOTE:**
Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification

**CLOSING DATE:**
15 March 2019 at 16h00

**POST 08/142:**
MEDICAL SPECIALIST REF NO: MEDSPECTRAUM/1/2019 (X1 POST)
Department: Trauma Unit and Trauma Intensive Care

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

**CENTRE:**
Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS:**
MBCHB Applicants must be in possession of an appropriate higher surgical qualification and currently registered with the Health Professions Council of South Africa. Preference will be given to applicants who have at least 2 years' experience in the management of severe trauma and including Critical care / ICU experience. **Grade 1:** requires the Fellowship in Surgery of the College of Medicine of South Africa or equivalent, and registration with the Health Professions Council of South Africa. Applicants must be registered as a specialist in surgery at the commencement of duties. **Grade 2:** Requires Five (5) years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. **Grade 3:** Requires ten (10) years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Applicants should be interested in completing the necessary subspeciality training in Trauma / Critical Care. Recommendations: Completion of ATLS, eFAST course, MIMMS and, or ACLS/PALS.
DUTIES: Participation in the clinical trauma services: inter-disciplinary coordination of the management of the critically injured: supervision of the surgical trainees rotating through the unit: ensuring the highest standards of clinical, professional, and ethical behavior: undertake teaching of undergraduate medical students, postgraduate surgical trainees, and allied health care personnel: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in trauma prevention.

ENQUIRIES: Dr T C Hardcastle Tel No: 031 240 2389

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: 15 March 2019

POST 08/143: ADVANCED DISTRICT NURSING PROFESSIONAL (PAEDIATRIC NURSE) (LEVEL 3 HOSPITAL) REF NO: UMZIN/03/2019

SALARY: R902 550 per annum (TCE Package). Other Benefits: 13th cheque, Medical aid: Optional, Homeowner’s allowance: Employee must meet prescribed requirements. Rural allowance on claim basis

CENTRE: Umzinyathi Health District Office

REQUIREMENTS: Matric/ Grade 12. A basic qualification of a Diploma/Degree in Nursing or an equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse, plus A post basic Nursing qualification with a duration of at least 1 (one) year accredited with SANC in Primary Health Care (PHC) specialty, namely, Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care plus A minimum of 10 (ten) years appropriate/recognizable experience in Nursing, after registration as a Professional Nurse with SANC in General Nursing and at least 6 (six) years of the period referred to above must be appropriate/recognizable experience in Paediatric Nursing after obtaining the 1 (one) year post basic qualification in Paediatric Nursing. At least 4 (four) years of the period referred to above must be appropriate/recognizable experience at management level. Valid driver’s license. Proof of computer literacy (word, excel, powerpoint). Proof of work experience signed by HR office. Competencies and Knowledge: Paediatric Nursing, Relevant legislation, regulations and policies. Program planning, implementation and evaluation. Information management. Quality Assurance and Improvement Programmes. Skills: Leadership, Communication, Problem Solving, Computer Literacy.Behavioural Attributes: Stress Tolerance, Self-confidence, Objective and Empathic.

DUTIES: General: Represent MNCWH discipline as a member of a District Clinical Specialist Team, responsible for the delivery of quality health care for mothers, newborns and children at all levels within a Health District. Promote equitable access to an appropriate level of care for all mothers, newborns and children throughout the district. Maintain personal competency in PHC and Paediatric Nursing discipline. Support services Delivery: Support Clinics, Community Health Centres and District Hospitals with all aspects of services related to PHC. Promote
clinical effectiveness in all facilities through supporting outreach programmes and
development, dissemination or implementation of clinical protocols and standard
treatment guidelines aligned with national norms and standards. Provide
Educational System and logistics: Facilitate and participate in the development,
training and mentorship of health professionals in all facilities within the District.
Facilitate and participate in the training development and mentorship of nursing
and allied health professionals and community workers under their supervision.
Support Health Systems and logistics: Work with the District Management Team
to establish and maintain systems including surveillance, health information,
communication referral guidelines and processes to supportive delivery of
services. Provide support to ensure appropriate infrastructure, equipment,
resources and sundries for the provision of quality of clinical care. Monitor and
Evaluate Services: Assist, support and participate in risk management activities
for patients (e.g. critical events analysis, morbidity and mortality meetings),
practitioners, (e.g. infection control) and the organization (e.g. performance
reviews) Assist, support and participate in clinical audits and quality improvement
cycles in health facilities and where appropriate in community settings such as
School and Ward Based PHC Teams. Implement effective monitoring and
evaluation processes, effective use of data and relevant research. Collaborate,
Communicate and report effectively: Foster effective teamwork and collaborate
within the District Clinical Specialist Team and with other professionals in the
District involved in the delivery of MNCWH and PHC. Enable engagement with the
local community and relevant non-government organizations, promoting
adherence to District Clinical Public Health and public guidance as appropriate.
Facilitate and ensure effective communication with all management structures
within the District, the regional and tertiary hospitals as relevant as well as the
Provincial Department of Health. Present regular reports on activities, health
services and programmes. Support Organizational Activities: Assist with the
strategic and operational planning of service in the District and/or catchment area
of the District Hospital. Co-ordinate and supervise discipline related service within
the District. Assist with the recruitment and management of relevant Human
Resources for the Programme.

ENQUIRIES : Mrs. G.C Shabangu Tel No: (034) 2999 100
APPLICATIONS : All applications should be forwarded to: The Human Resource Office, Umzinyathi
Health District Office, Private Bag X2052, Dundee, 3000 or 34 Wilson Street,
Dundee, 3000
FOR ATTENTION : Mrs. ML Mbatha
CLOSING DATE : 15 March 2019
POST 08/144 : MANAGER PHARMACEUTICAL SERVICES ASSISTANT: PHARMACY REF
NO: ASSIST MAN PHARMACY/1/2019 (X1 POST)
Department: Pharmacy

SAALARY : R853 551 per annum (all-inclusive package)
CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Bachelor of Pharmacy Degree/ Diploma in Pharmacy. Registration with the S.A.
Pharmacy Council as a Pharmacist. Current registration as a Pharmacist with the
SAPC. Three (3) years post registration experience as a Pharmacist. Knowledge,
Skills, Training and Competence Required: Sound knowledge of all aspects of
public sector pharmacy. Thorough understanding of the relevant acts, regulations,
standard operating procedures & policies, Good Pharmacy Practice, Good
Manufacturing Practice. Must be fully computer literate, and possess good
communication, organizational and interpersonal skills.

DUTIES : Manage (hands on) allocated sub sections in the Pharmacy. Deputise for the
Deputy Manager: Pharmaceutical services from time to time. Completion of
reports, including reports/assessments on staff and the functioning of the sub-
sections. Screen & dispense prescriptions written for in-patients and outpatients
by medical officers. Manage S5 & 6 substances, Manage Cytotoxic reconstitution.
Compile orders based on recognized Drug Supply Management principles to
replenish stock of medicines in the hospital. The training of all staff within the areas
of responsibility. Collection of relevant statistics. Consult with doctors and
specialists on the use of Standard Treatment Guidelines. Consult with doctors and
specialists on prescription problems. Monitor the availability of medicines, stock control measures, Rational Drug Use, maintenance of the Cold Chain and expenditure on Pharmaceuticals. Monitor medicine stock control at every medicine issue point within the hospital. Provide drug information to appropriate staff within the hospital. Ward Pharmacy including ward rounds with medical officers. Undertaking 24-hour call duty on a rotational basis. Maintenance of Policies & procedures according to DOH, GPP and GMP requirements. Maintain/Input data into the computerised pharmacy module. Participate in CPD. Perform after-hour and Saturday morning duties. PTC secretariat duties for hospital and district including Antibiotic stewardship. Undertake medicine utilisation reviews. Clinical pharmacy duties. Liaise with AME regarding P.I.S. Management of Section 21 and Non EML patient named motivations. Stock control monitoring in all sub-sections. Deployment of staff. Maintain stock formulary and determine stock levels. Determine and maintain overall stock levels, re-order levels and quantities. Supervise stock takes. Maintain P.I.S stock master and data integrity. Maintain pre-pack formulary. Attendance, Leave & Time off control using the current computerized system. Attend relevant meetings within and outside the hospital.

ENQUIRIES
: Doug Joiner Tel No: 031-2401055

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
: 15 March 2019

POST 08/145
: DEPUTY DIRECTOR: FINANCE REF NO: NGWE 18/2019

SALARY
: R697 011 – R821 052 per annum (Level 11) (all-inclusive salary packages) (inclusive package consists of 70% basic salary and 30% flexible portion that can be structured in terms of applicable rules)

CENTRE
: Ngwelezana Tertiary Hospital

REQUIREMENTS
: Senior Certificate (Grade 12), National Diploma or Degree in Financial Management or Accounting. A minimum of 3 years managerial working experience in Finance. Proof of working experience endorsed by Human Resource Department. Unendorsed valid driver’s license, knowledge of Public Finance Management Act, Treasury Regulations, DORA, knowledge of all SCM prescripts applicable to your work environment, knowledge of Human Resources Management prescripts applicable to your work environment, computer literate with proficiency in MS office software applicable and BAS.

DUTIES
: Provide a strategic direction in the Finance Component. Oversee day-to-day functioning of budget management services, expenditure control services, financial analysis and revenue services and supply chain management services. Formulate strategic short term and long term fiscal plan. Monitor and interpret cash flows, expenditure trends, predict future trends and advise accordingly. Conduct reviews and evaluations for cost reduction opportunities and develop financial management mechanism that minimise financial risk. Prepare budget reports, expenditure reports, revenue generation report and asset report. Ensure the
effective, efficient and economical utilisation of resources allocated to the
institution including the development of staff. Ensure compliance with the National
Core Standards requirements and all other relevant prescripts.

ENQUIRIES :
Dr B.S Madlala Tel No: 035 901 7257/7105

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

FOR ATTENTION :
Mr MTR Nzuza

NOTE :
Application must be submitted on the Application for Employment Form (Form
Z.83), which is obtainable at any Government Department or from the website –
www.kznhealth.gov.za must accurately completed and signed. Reference Number
must be indicated in the column provided on the form Z.83. Comprehensive
Curriculum Vitae, certified copies of identity document, educational qualifications
and professional registration certificates – not copies of certified copies. Persons
with disabilities should feel free to apply for the post. Applicants in possession of
a foreign qualification must attach an evaluation/verification certificate from the
South African Qualifications Authority (SAQA) or other regulating bodies to their
applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must
submit a documentary proof together with their applications. Applicants are respectfully
informed that, if no notification of appointment is received within 3 months after the
closing date, they must accept that their applications were unsuccessful.

CLOSING DATE :
15 March 2019 (Late applications will not be accepted)

POST 08/146 :
OPERATIONAL MANAGER NURSING: PHC SUPERVISOR REF NO: GTN
12/2019

SALARY :
R532 449 Plus Other Benefits, 13th cheque, rural allowance 12%, medical aid
optional and housing allowance. Must meet prescribed requirement)

CENTRE :
Greytown Hospital

REQUIREMENTS :
Senior certificate (Grade 12) Diploma /Degree in general nursing plus (1) year post
basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and
Care (PHC) Plus, A Minimum of 9 years appropriate/ recognizable Nurse
experience after registration as General Nurse of 5 years must be appropriate/
recognizable experience after obtaining one year post basic qualification in primary
Health Care. Proof of current registration with SANC 2019. Proof of previous and
current work experience (certificate of service endorsed and stamped by HR office
must be attached). Valid Driver’s License EB (Code 8) or (Code 10). Health
Services Management, NIMMART trained, Basic computer skills. Good report
writing and time management skills. Understanding of nursing legislation, ethical
nursing practices and how these impacts on service delivery. Ability to provide
mentoring, team building, supervisory skills and coaching to her/his Supervises.
Good communication, interpersonal relations, counselling, conflict Management
skills and decision making. Knowledge of all applicable legislation such as Nursing
Act, Mental Act, OHSS Act, Batho Pele principles and Patients Right Charter,
Labour Relations Act Grievance Procedures and finance policies etc. Leadership,
Organizational, decision making and problem solving, conflict handling and
Counselling. Ability to assist in formulation of patient care related polices.

DUTIES :
Implementation of Quality Improvement Plan. Conduct patient satisfaction survey
and Writing times for clinics. Ensure adequate control and allocation of Human and
Material Resources. Facilitate that the clinics has functional clinic committee and
ensure Community participation. Plan and monitor utilization of budgets to ensure
that the clinic Function within the allocated budget. Supervise and monitor staff
performance according to EPMD5. Deal with disciplinary and grievance matter
including monitoring and managing absenteeism. Provision of administrative
services by planning, organizing and Ensure the availability of medication, medical
supplies and essential equipment in all Clinics. Ensure quality data management is implemented and monitored at the clinics. Facilitate provision of clinical services, educational services and be involved in medical Research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyse and interpret statistic including PHC Program indicators and Participate actively in the nerve center meetings. Participate in Operational Sukuma Sakhe programmes. Facilitate the realization and maintenance of ideal clinic programme. Facilitate the realization and maintenance of ideal clinic programme in the facility. Support PHC re-engineering by ensuring that all outreach teams are functional.

ENQUIRIES: Ms PPL Nkala Tel No: 033 4139 41
APPLICATIONS: should be forwarded to: Human Resource Manager, Private Bag X 5562, Greytown, 3250.
FOR ATTENTION: Mr LP Ntombela
CLOSING DATE: 15 March 2019

POST 08/147

**CHIEF ARTISAN: GRADE A REF NO: NGWE 19/2019**

**SALARY:** Grade A: R365 646 - R418 062 per annum
**CENTRE:** Ngwelezana Tertiary Hospital
**REQUIREMENTS:** Senior Certificate (Grade 12). N3 equivalent certificate in Electrical Equivalent Trade Test Certificate in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Valid driver’s license. Ten years post qualification experience required as an Artisan/Artisan Foreman. Project management, Technical design and analysis knowledge, Computer literacy, Knowledge of legal compliance, Technical report writing, Technical consulting, Problem solving and analysis, Team work and Proactive.

**DUTIES:** Manage technical services and support in conjunction with Technicians / Artisans and associates in field, workshop and technical office activities; ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and ensure quality assurance in line with specification. Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; provide and consolidate inputs to the technical operational plan; update databases; and manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management; and manage the commercial value add of the discipline-related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures; Research/literature studies on technical/engineering technology to improve expertise; Liaise with relevant bodies/councils on technical/engineering-related matters. Perform standby.

ENQUIRIES: Dr B.S Madlala Tel No: 035 901 7257/7105
APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
FOR ATTENTION: Mr MTR Nzuza
NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their
applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**

15 March 2019 (Late applications will not be accepted)

**POST 08/148**

PROFESSIONAL NURSE: SPECIALTY NURSING STREAM (LABOUR WARD)

REF NO: PN (SPEC NURS) LABOUR WARD /1/2019 (X1 POST)

Department: Labour Ward

**SALARY**

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

Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional.

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

Degree Diploma in General Nursing and 1 year post basic qualification in the relevant specialty. Advanced Midwifery/Midwifery and Neonatal nursing. Current registration with SANC as General Nurse and relevant specialty. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse.

**Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required.

**Grade 2:** Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Specialty after obtaining the 1 year post basic qualification in Advanced Midwifery/Midwifery and Neonatal nursing.

Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

**DUTIES**

Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant specialty will be exercised according to patients need. Night duty will apply. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

**ENQUIRIES**

Mrs NO Mkhize Tel No: (031) 240 1063

**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**: 15 March 2019

**POST 08/149**: ARTISAN FOREMAN: GRADE A: REF NO: NGWE 20/2019 (ELECTRICAL X1 POST, PLUMBING X1 POST, MECHANICAL X1 POST)

**SALARY**: Grade A: R286 500 - R326 055 per annum

**CENTRE**: Ngwelezana Tertiary Hospital

**REQUIREMENTS**: Senior Certificate (Grade 12), N3 equivalent certificate in electrical or plumbing or mechanical related field. Appropriate Trade Test Certificate in Electrical or Plumbing or Mechanical in terms of section 13(2)(h) of the Manpower Act of 1981 as amended in. Valid driver’s licence. A minimum of 05 years post qualification experience required as an Artisan in an appropriate field. Proof of working experience endorsed by Human Resource Department. Technical analysis knowledge, Computer aided applications, knowledge of legal compliance, technical report writing, production process knowledge and skills. Problem solving and analysis, analytical skills, conflict management, planning and organizing, team leadership, Technical report writing.

**DUTIES**: Render service according to clients’ specification and within limits of production capability. Produce output with material and equipment according to job specification and recognized standards. Quality assurance of produced work performed, or repair conducted by in-house and outsourced service providers. Proactively inspect equipment and/ or facilities for faults. Repair equipment and/or facilities according to standards. Test repaired equipment and/ or facilities against specifications. Service equipment and facilities according to scheduled service plan. Quality assures serviced and maintained equipment or facilities. Perform and related functions. Update register of maintained and repaired faults. Obtain quotations and purchase order required equipment and material. Scheduling of work for subordinated and management of all resources allocated. Management of performance and behavioural conduct of subordinates. Deputise artisan Chief. Perform standby.

**ENQUIRIES**: Dr B.S. Madlala Tel No: 035 901 7257/7105

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

**FOR ATTENTION**: Mr MTR Nzuza

**NOTE**: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

**CLOSING DATE**: 15 March 2019 (Late applications will not be accepted)
ANNEXURE S

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE

APPLICATIONS: Applications should be addressed to: Head Office: Head of Department, Private Bag X9549, Polokwane, 0700

CLOSING DATE: 15 March 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 documents. 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 2 years. Workplace experience posts for unemployed graduate interns.

INTERNISHIP PROGRAMME FOR 2019/2020-2020/2021

OTHER POSTS

POST 08/150: ASSET MANAGEMENT REF NO: SAC01/2019 (X2 POSTS)

STIPEND: R6 100.89 per month
CENTRE: Head Office
REQUIREMENTS: Degree or National Diploma in Asset Management/Supply Chain Management/Logistics
ENQUIRIES: Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 08/151: ARCHIVES SERVICES REF NO: SAC02/2019 (X2 POSTS)

STIPEND: R6 100.89 per month
CENTRE: Polokwane Provincial Archives
REQUIREMENTS: Degree or National Diploma in Asset Management/Supply Chain Management/Logistics
ENQUIRIES: Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 08/152: LANGUAGE SERVICES (1: ISINDEBELE) REF NO: SAC03/2019

STIPEND: R6 100.89 per month
CENTRE: Head Office
REQUIREMENTS: Degree or National Diploma in Languages/Translation and Linguistics
ENQUIRIES: Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143
ANNEXURE T

PRONVICIAL 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 08/153 : HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 (NEONATOLOGY) (THIS IS A JOINT STAFF APPOINTMENT WITH THE UNIVERSITY OF CAPE TOWN)
Chief Directorate: Metro Health Services

SALARY : R1 643 352 per annum (A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Neonatology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Paediatrics (Neonatology). Experience: A minimum of 3 year’s appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Neonatology. Inherent requirement of the job: Valid (Code /EB) driver’s license. Competencies (knowledge/skills): Computer literacy in MS Outlook, Excel, Word and PowerPoint. Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in accordance with the Level 2 package of care for Neonatology. Proven experience with supervising staff, training junior doctors, and managing financial and other resources.

DUTIES : Fulfil the role and duties of Head of the Neonatology Department in rendering an efficient and cost-effective specialised Neonatology service to patients managed by the Mowbray Maternity Hospital, including the delivery of outreach and support services. Ensure clinical governance for the Neonatology service at Mowbray Maternity Hospital and respond to medical and legal issues as they arise. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient management of the Neonatology Department in terms of managing staff; reporting; participation in executive management decision-making and planning. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers, Interns, final year UCT Medical students, and ensure that research appropriate to the health setting is promoted at Mowbray Maternity Hospital. Participate in the functioning of the Department of Paediatrics and Neonatology at the University of Cape Town.

ENQUIRIES : Ms JC Joemat Tel No: (021) 659-5544
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
FOR ATTENTION : Ms C Dawood
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 15 March 2019

POST 08/154 : MEDICAL SPECIALIST GRADE 1 TO 3 (PUBLIC HEALTH)
Chief Directorate: Emergency and Clinical Support Services
(Contract post from assumption of duty until 31 October 2019)

SALARY : Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE: Directorate: Specialised Services Support

REQUIREMENTS:
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health. Registration with a professional council:
  - Grade 1: None after registration with the HPCSA as a Medical Specialist in Public Health. Experience:
  - Grade 2: A minimum of 5 years’ appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Public Health. 
  - Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Public Health.

Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel.

Competencies (knowledge/skills):
- Knowledge of and experience with implementing a health systems approach to delivering integrated public health services.
- Ability to work in integrated multi-disciplinary teams across platforms.
- Leadership, administrative, communication and mentoring skills.
- Good problem solving skills.
- Computer literacy ( Ms Word, PowerPoint and Excel).

DUTIES:
- Implement projects for continuous health service improvement.
- Develop and implement protocols for efficient health service functioning.
- Supervision of registrars.
- Analysis and interpretation of data to enhance decision-making.

ENQUIRIES:
- Dr G Reagon Tel No: (021) 483-4859/483-5776

APPLICATIONS:
- The Human Resource Officer: Private Bag X15, Parow, 7500 or The Human Resource Officer: 4th Floor, Bellville Health Park, Karl Bremer Hospital, c/o Frans Conradie and Mike Pienaar Boulevards, Bellville, 7535.

FOR ATTENTION:
- Ms N Petersen

NOTE:
- No payment of any kind will be required when applying for this post. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

CLOSING DATE: 15 March 2019

POST 08/155: MANAGER: PHARMACEUTICAL SERVICES

SALARY: R1 035 831 per annum (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS:
- Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacists. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Competencies (knowledge/skills):
  - In-depth knowledge of legislation, regulations, policies and procedures pertaining to pharmacy practice, the Public Sector and the National Department of Health.
  - Strong leadership skills (including interpersonal skills) with regards to general management, organisation strategic planning (long and short term) and contingency/operational management.
  - Financial and Supply chain management skills with regards to pharmacy management.
  - Knowledge and experience of human resources management especially labour relations and disciplinary procedures.
  - Proficiency (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy such as Ms Office applications with specific reference to Excel, Word and PowerPoint, as well as Information
Management. Ability to function at a strategic level including communication or presentation skills. Project Management skills.

**DUTIES**: Manager of the Pharmacy Services of Tygerberg Hospital including registration as the Responsible Pharmacist, serving as an active member of various relevant committees in the hospital as required, and provide support to the COO and clinical management team. Serve as an active member on various committees at Provincial level as required, Communication with various players including personnel of faculties of health sciences, the public and health workers of all level of care, Ensure Good Pharmacy Practice and compliance with legislative requirements and, National Core Standards, Monitor and Evaluate Pharmacy services within the Pharmacy and the hospital. Financial management, budgets and setting the pharmaceuticals budget control, evaluation, adherence to financial requirements in procurement processes and ensure complete drug supply management adherence, and promote rational medicine prescribing or usage. Manage human resources of Pharmacy, including human resource development/planning, labour relations and disciplinary processes and strategic planning, long-term and short term as well as contingency, operational planning, Implement policies and procedures to Pharmacy services and facilitate and initiate research projects.

**ENQUIRIES**

Dr P Ciapparelli Tel No: (021) 938-5883

**APPLICATIONS**

The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**

Ms V Meyer

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

15 March 2019

**POST 08/156**

OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE AND CENTRAL STERILISATION UNIT)

Garden Route District

**SALARY**

R532 449 (PN-B3) per annum

**CENTRE**

Mossel Bay Hospital

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A Post basic nursing qualification in Operating Theatre Nursing with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the above mentioned specialty. Inherent requirement of the job: Willingness to perform after-hour and weekend standby duties for the hospital. Willingness to relief the Deputy Manager Nursing and Operational Managers. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Skilled Nurse Clinician able to lead and manage the Operating Theatre and Central Sterilisation Departments. Human Resource and Financial Management. Excellent communication (written and verbal) in at least two of the three official languages of the Western Cape. Conflict management, problem solving and decision-making skills. In-depth knowledge and understanding of legal and ethical legislations, Acts and policies related to nursing practices, Health Care, National Core Standards and the Public service. Basic computer literacy (MS Word, Excel and PowerPoint). Ability to work under pressure and in a multi-disciplinary team context.

**DUTIES**

Responsible for the coordination and delivery of quality nursing care within the Operating Theatre and Central Sterilisation Unit. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Manage human resources, including staff performance, people development and disciplinary processes. Manage material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.
ENQUIRIES: Ms JA Mahlangu Tel No: (044) 604-6104
APPLICATIONS: The Manager: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test.
CLOSING DATE: 15 March 2019
POST 08/157: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)
Garden Route 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: Riversdale Hospital, (Hessequa Sub-district)

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma or Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as 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. 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 the relevant speciality as mentioned above. Inherent requirement of the job: Willingness 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. Extensive experience in an Emergency unit and theatre environment. Willing to take charge of the Emergency unit and Theatre service.

DUTIES: Management of the Emergency unit and Theatre service. Provide holistic nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislations. Effective management and utilisation of 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 P Moolman Tel No: (028) 713-8643
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 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 March 2019
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<tr>
<th>POST 08/158</th>
<th>CLINICAL CODING TRAINER</th>
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<td>Directorate: Clinical Coding Services and Diagnosis Related Groups</td>
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| SALARY       | R299 709 per annum plus 37% in lieu of service benefits. |
| CENTRE       | Chief Director: Rural Health Services, Mossel Bay |
| REQUIREMENTS | Minimum educational qualification: A health-related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Registration with a professional council: Registration with the HPCSA or SANC. Experience: Appropriate leading organisational knowledge and experience level of coding, experience in Training and Development of Training material in Diagnostic and Procedural coding in South Africa. Appropriate knowledge and experience in Learning Management Systems (LMS) (e-Learning platform e.g. Moodle) with roles as Administrator and or Teacher and or Student. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver’s licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Excellent presentation, facilitation and training skills and abilities. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint, and Outlook). Train-the-Trainer or equivalent qualification. ICD-10 Basic and Intermediate Certificates. |

| DUTIES       | Develop (research training material), Maintain and revise training manuals/presentations/user guides/LMS, deliver formal training to Clinical and Administrative staff to improve Clinical Coding accuracy and comprehensiveness, optimal revenue generation and management in all the Institutions of the WCG: Health (including latest Finance Instructions, system enhancements, etc.). Assist Assistant Manager/Manager as administrator for clinical coding training on Moodle. Establish the training needs of institutions and plan training sessions including making necessary arrangements for training, workshops and presentations. Evaluate training and update skills inventories in respect of the allocated institutions and provide feedback of training to management of the relevant institution. Professional communication both telephonically and in writing with all role players. Accurate record keeping and accurate and timeous distribution of training material. General office and ad-hoc duties. |

| ENQUIRIES    | Mr F Vorster Tel No: (021) 938-4362, E-mail: Frans.Vorster@westerncape.gov.za |
| APPLICATIONS | Applications are submitted online via www.westerncape.gov.za/health-jobs. |
| NOTE         | Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post. |
| CLOSING DATE | 15 March 2019 |

<table>
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<tr>
<th>POST 08/159</th>
<th>ADMINISTRATION CLERK: ADMISSIONS (FINANCE)</th>
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<td>Central Karoo District</td>
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| SALARY       | R163 563 per annum |
| CENTRE       | Beaufort West Hospital |
| REQUIREMENTS | Minimum educational qualifications: 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 administrative experience in reception. Appropriate experience in Record management and Electronic systems. Inherent requirement of the job: Willingness to work 12 hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Ability to execute duties accurately and thoroughly. Ability to work under pressure. Effective communication in at least two of the three official languages of the Western Cape. Computer literate. |

ENQUIRIES: Mr R Maritz Tel No: (023) 414-8200
APPLICATIONS: The District Manager: Department of Health, 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.
CLOSING DATE: 22 March 2019

POST 08/160: HANDYMAN
Garden Route District

SALARY: R136 800 per annum
CENTRE: Harry Comay Hospital, George Sub-district
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate handyman experience within a Health environment. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime and do standby duties. Must be physically able to perform duties required. Competencies (knowledge/skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations.


ENQUIRIES: Mr A Muller Tel No: (044) 814-1123
APPLICATIONS: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530. Garden Route District.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post. A practical test may be conducted during the interview process.
CLOSING DATE: 22 March 2019

POST 08/161: SECURITY OFFICER
Chief Directorate: Metro Health Services

SALARY: R115 437 per annum
CENTRE: Lentegeur Hospital
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the Private Security Board of South Africa for 2006 in terms of the Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience as a Security Officer in a Psychiatric environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends, and to be rotated. Perform delegated duties in all units on a rotation basis. Competencies (knowledge/skills): A genuine interest to work in Psychiatric and Forensic units. A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills. Good Communication in at least two of the three official languages of the Western Cape.

DUTIES: Access/Egress control also Escort patients on/off hospital premises. Assistance to personnel with the handling of aggressive/violent and uncontrolled patients. Delivery of a supportive security service to allocated areas with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Effective application of service delivery and efficient support to the Operational Manager.
Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents.

ENQUIRIES: Ms D Lotz/ B McKay Tel No: (021) 370-1340/1248
APPLICATIONS: The Chief Executive Officer: Ward 2, Lentegeur Psychiatric Hospital.
FOR ATTENTION: Mr T Twalo
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 22 March 2019

POST 08/162: STERILISATION OPERATOR PRODUCTION
Chief Directorate: Rural Health Services

SALARY: R115 437 per annum
CENTRE: Worcester Regional Hospital
REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Experience and appropriate knowledge of CSSD. Inherent requirements of the job: Willingness to work shifts (day and night), as well as public holidays. Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of the sterilisation process. Good interpersonal and numerical skills. Ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES: Deliver/collect soiled equipment to and from the theatres and various other departments with a heavy duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilise of instruments, linen and supplies as well as assisting with stock taking. Clean, control and test instrument washing machines, autoclaves and other equipment in the department. Operate autoclaves and instrument washing machines and ETO (gas sterilisation) procedures. Issue sterile stock according to departmental needs. Order, monitor, control and maintain stock levels. Fold and sterile linen packs, as well as condemning of linen.

ENQUIRIES: Ms S Nieuwoudt Tel No: (023) 348-6455
APPLICATIONS: The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION: Ms H Swart
NOTE: Preference will be given to candidates that obtained certificates for Basic/Intermediate/Advance Course in decontamination and Sterilisation in CSSD. Short listed candidates may be subject to competency testing. No payment of any kind is required hen applying for this post.
CLOSING DATE: 22 March 2019

POST 08/163: GROUNDSMAN
Chief Directorate: Metro Health Services

SALARY: R96 549 per annum
CENTRE: Metro TB Hospital Centre (Brooklyn Chest Hospital)
REQUIREMENTS: Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in gardening and grounds maintenance. Inherent requirements of the job: Valid (Code EB/B) driver’s licence. Perform heavy manual labour including lifting, using various gardening and grounds maintenance tools and power equipment safely and efficiently. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function independently as well as in a team set up.

DUTIES: Maintenance of grounds. Apply and maintain quality and risk. Maintain apparatus and equipment.

ENQUIRIES: Mr JJ Franken Tel No: (021) 508-7465
APPLICATIONS: The Manager: Medical Services, Metro TB Hospital Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.
FOR ATTENTION: Ms QC Johnson
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 22 March 2019
POST 08/164 : CLEANER
Cape Winelands Health District

SALARY : R96 549 per annum

CENTRE : Kayamandi CDC, Stellenbosch Sub-district

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Cleaning experience in a Health Environment. Inherent requirements of the job: Willingness to rotate to other clinics. Physically able to lift/move heavy objects and supplies. Ability to operate machinery and equipment. Competencies (knowledge and skills): Good interpersonal and organisational skills. Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Appropriate knowledge of infection control and safety procedures in a Health environment.

DUTIES : Provide a clean, hygienic and safe environment within the Clinic i.e. dust, sweep, polish, scrub and mop floors, passages, empty dustbins and sort soiled linen according to correct cleaning procedures. Safe handling, maintenance and storage of cleaning equipment. Effective use of cleaning agents and stock, including elementary stock control.

ENQUIRIES : Ms Z Ndlebe Tel No: (021) 889-5061

APPLICATIONS : The Human Resources Manager: Stellenbosch Sub-district, Private Bag X5027, Stellenbosch, 7599.

FOR ATTENTION : Ms L Adams

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 22 March 2019